

NETHERBURY PARISH COUNCIL

MINUTES OF THE ANNUAL GENERAL PARISH COUNCIL MEETING 14th MAY 2019 AT THE READING ROOM, NETHERBURY

PRESENT: Cllr. Robert Bowditch; Cllr. Richard King; Cllr. Graham Hawkins; Cllr Bob Huxter; Cllr. Caroline Pearce; Cllr. Peter Bailey; Cllr. Clare Handford Cllr. Mark Rogers and Cllr Antony Alford.

ATTENDANCE: Jessica Teasdale (Clerk)

1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN

The Clerk informed members that nominations had been received for the position of Chair. Cllr Hawkins and Cllr David had proposed Cllr Bowditch to serve for the term of a year, seconded by Cllr King and by a show of hands, members of the council all agreed.

a) Signing of the Declaration of Acceptance of Office.

Cllr Bowditch signed the Declaration of Acceptance Office.

Nominations had been received for Vice Chair. Cllr Hawkins and Cllr David had proposed Cllr King to serve for the term of a year, seconded by Cllr Pearce, and by a show of hands, members of the council all agreed.

2. APOLOGIES AND APPROVAL OF ABSENCE

Apologies were received from: Cllr. Chris David, Cllr. Yvonne Dyke and PSCO Bishop. This was approved by the Council.

3. DISCLOSURE OF INTEREST AND DISPENSATIONS

a) None received

b) Applications from councillors for dispensation to participate in meetings where the subject matter is budgeting and precept was granted.

4. MINUTES OF THE LAST MEETINGS

a) Annual Parish Council Meeting 26th March 2019

A copy of the minutes from the meeting held on the 26th March was confirmed as a true and accurate record by the council and signed by Cllr Bowditch.

b) Parish Council Meeting 26th March 2019

A copy of the minutes from the meeting held on the 26th March was confirmed as a true and accurate record by the council and signed by Cllr Bowditch.

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

Annual Parish Council Meeting 26th March 2019

It was noted that under item 11, Cllrs Hawkins and Huxter represent the parish council on the Netherbury Charities and would continue to do so.

6. PUBLIC PARTICIPATION

There were no members of the public present.

a) Ward Councillor election outcome

Cllr Alford (Conservative Party) was elected as councillor for Eggardon Ward at the local elections on the 2nd May. Cllr Alford joined the meeting during item 12 and item 6a was taken at the end of the meeting as follows: Cllr Alford is delighted to have been elected to serve the ward of Eggardon. The first council meeting is taking place on Thursday 16th May where committee membership will be decided. Cllr Alford stated that the relationship with town and parish councils remains important. If Cllr Alford is unable to attend parish council meetings he will provide a written report. Councillors welcomed Cllr Alford as ward councillor and representative on the parish council.

b) Police Community Support Officer report

A report had been shared with councillors. Fuel has been stolen from vehicles locally. There have been several reports of dogs worrying livestock in the area.

7. CORRESPONDENCE AND NOTICES

a) Consider the relationship between Netherbury Playing Fields Committee and the parish council

Cllr Handford represents the parish council on the Netherbury Playing Fields Committee. Currently there is no constitution between the committee and the parish council. Rental income to the committee from the football clubs does not cover costs, for example grass cutting. The football clubs wish to rebuild the existing changing room following the arson attack. It was agreed that a meeting between the council, the committee and the football clubs was needed, to include discussing a lease between the council and the committee which would set out responsibilities.

Action: The clerk to arrange a meeting with Cllrs Bowditch, King and Handford, the committee and football clubs.

b) To consider Netherbury Playing Fields Committee quote for play equipment

A quote had been provided to the council for new play equipment at the playing fields. Cllr Huxter proposed a donation of £500, seconded by Cllr King, agreed by a show of hands.

c) DAPTC letter – Working practices with new Dorset Council

A letter had been received from the DAPTC asking for examples of parish council work in the community and if the council is involved in supporting any community projects. The parish council identified financial support to the community run CB3 bus service that is run by Beaminster Town Council. This would be reported to the DAPTC.

8. DOCUMENTS 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 under paragraph 4.1 and noted that cheque counterfoils need to be signed by the signatories.

c) Standing Orders

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

d) Asset Register

The Asset Register had been shared with councillors. Councillors were happy that all assets were recorded.

e) Risk Assessment

The risk assessment was considered and approved by councillors.

9. UNCONTESTED ELECTION

a) To receive Register of Members' Interests

Register of members' interests were received. These would be available on the website and copies will be sent to Dorset Council Democratic Services.

b) To discuss vacancy (Co-option)

The vacancy was discussed. Councillors agreed to approach Kevin Goodfellow, who has served as a councillor previously, to ask if he would consider being a co-opted member. Mr Goodfellow has a good knowledge and reach across the parish.

Action: The clerk to discuss the vacancy with Mr Goodfellow.

c) To discuss councillors area of responsibility and council profile

Councillors do not have any special responsibilities but agreed to continue to represent their local villages and surrounding areas as follows; Netherbury; Cllrs Bowditch, King, Hawkins and Handford, Salway Ash; Cllrs Dyke, Pearce, Huxter and Bailey, Melpash; Cllrs David and Rogers. Councillors discussed producing a poster with councillor information that could be distributed within the parish to raise awareness of who councillors are.

10. TO APPROVE THE DATES FOR COUNCIL MEETINGS 2019/20

The dates had been shared with councillors. All dates were confirmed.

11. MARK ROGERS TRAINING FEEDBACK

Cllr Rogers updated councillors on a seminar he had attended on the planning system from a local council perspective. Councillors had previously surveyed parishioners regarding a neighbourhood plan for the parish. There had been a very low return and councillors had agreed not to pursue producing a neighbourhood plan for the parish at that stage.

12. ACCOUNTS

a) Annual Governance and accountability Return 2018/19

1) To consider and approve Certificate of Exemption

Councillors discussed the Certificate of Exemption 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.

2) 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.

3) To consider and approve Annual Governance Statement 2018/19

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

4) To consider and approve Accounting Statement 2018/19

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

b) To approve £385.03 for Annual Insurance Premium

The Renewal calculation of £385.03 was discussed. Cllr King proposed payment of the invoice, seconded by Cllr Handford, agreed by a show of hands.

c) To approve mileage claim of £47.25 and Clerk's expenses of £1.60

Cllr King proposed payment, seconded by Cllr Handford, agreed by a show of hands.

d) To approve internal audit invoice of £76.20

Cllr King proposed payment of the invoice, seconded by Cllr Handford, agreed by a show of hands.

e) To approve Dorset Association of Parish and Town Clerks annual subscription invoice of £486.86

Cllr King proposed payment of the invoice, seconded by Cllr Handford, agreed by a show of hands.

f) To approve salary adjustment following annual review of Clerk

Cllr Bowditch updated councillors on the successful annual review of the Clerk. Councillors agreed to provide the Clerk with a pay increment.

g) To approve CB Reid invoice of £31.20 for Payroll Services

Cllr King proposed payment of the invoice, seconded by Cllr Handford, agreed by a show of hands.

h) To approve Visionict invoice of £150 (Website hosting and support)

Cllr King proposed payment of the invoice, seconded by Cllr Handford, agreed by a show of hands.

13. PLANNING APPLICATIONS RECEIVED

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

- a) WD/D/19/000811, The Hare and Hounds, Waytown (Consultation ended 11/05/19)
- b) WD/D/19/000661, Land north of Strongate Lane, Salway Ash (Consultations ends 03/05/19)

There had been opposition from residents to the Hare and Hounds application which had been raised with parish councillors and Cllr Alford. The parish councils final comments to

planning did not support the application and referred planning to the comments made by the parish council upon the submission of the original application.

14. ANY OTHER BUSINESS

The hand rail on the path that leads from the church in Netherbury to the weir is broken.

Action: The clerk to report this to Dorset Council.

The meeting closed at 9.25pm.