

BUCKLAND NEWTON PARISH COUNCIL

Minutes of Annual Parish Council Meeting

Tuesday 8 May 2018 at 7.30 pm in the Parish Room

Present: Vice Chair – Cllr Jane Collins (JC), Vice Chair - Cllr Mark Needham (MN), Cllr Chris Osmond (CO), Cllr Sam Sowerby (SS), Cllr Lin Townsend (LT), Cllr John Baker (JB), Cllr Roy Godwin, Cllr Andy Foot, County Cllr Jill Haynes

One Parishioner

Clerk - Sarah Mitchell (SM)

Item	Detail	Action
1	Election of Officers and signing of Declarations of Acceptance	
1	<p>i Chairman Nicki Barker <i>Proposed Cllr Andy Foot Secoded Cllr Mark Needham AIF</i></p> <p>ii Vice Chairman Jane Collins & Mark Needham <i>Proposed Cllr Lin Townsend Secoded Cllr John Baker AIF</i></p> <p>iii Recreation Officer Chris Osmond <i>Proposed Cllr Lin Townsend Secoded Cllr Andy Foot AIF</i></p> <p>iv Rights of Way Liaison Officer Stephen White <i>Proposed Cllr Andy Foot Secoded Cllr Sam Sowerby AIF</i></p> <p>v Flood Warden Doug Morse <i>Proposed Cllr Chris Osmond Secoded Cllr John Baker AIF</i></p>	
2	Cllr Jane Collins and Cllr Mark Needham signed Declarations of Acceptance.	
2	Period of Public Questions	
1	<p>A parishioner who responded to the handyman advert attended the meeting to meet the Councillors and discuss what jobs required doing around the Parish.</p> <ul style="list-style-type: none"> • Hourly rate was discussed. Invoice detail work completed to be produced and agreed at monthly meeting. • Parish Clerk to produce work/job schedule • Parish Clerk to supply map indicating what needs strimming • Parish Clerk to check insurance. 	SM
2	PSCO – Alison Donnison – forwarded a report which is attached.	
3	Apologies: Cllr Nicki Barker – on holiday District Councillor Brian Haynes PSCO – Alison Donnison – Annual leave	
4	Declarations of Interest and grants of dispensations None	
5	Minutes of the last Annual Parish Meeting held Tuesday 9 May 2017, were Passed, Agreed and Signed. <i>Proposed Cllr Lin Townsend, Secoded Cllr Sam Sowerby, AIF</i>	
6	Matters Arising None	
7	Chairman’s Report Chair Cllr Nicki Barker circulated the ‘Chairman’s Report For Last Year’ prior to the meeting. The Parish Council thanked Cllr Nicki Barker for preparing a thorough and informative report. The report is attached.	
8	County Councillors Report – County Councillor Jill Haynes County Councillor Jill Haynes gave her report and updated the Council on new initiatives.	
9	District Councillors Report – District Councillor Brian Haynes Items were covered in County Cllrs report.	

<p>10 1</p>	<p>Financial Report The Parish Clerk gave the financial report. The end of year accounts show a figure of £ 1362.19, this includes money set aside for fencing at Hountwell Pump, which will be done once the ground dries up.</p> <p>Reconciled 31.3.18 – Nat west Current = £ 2806.26. Nat west Deposit = £ 8186.45 (Sir William Aykroyd’s legacy)</p> <p>£ 2806.26 – Neighbourhood Plan (£ 422.15) – Play Area (£ 1021.92) = £1362.19 actual Parish Council funds available in current a/c.</p> <p>2 Annual Internal Audit Report 2017/18 The accounts for year ending 31.3.18 have had an internal audit. The Internal Report was reviewed and approved.</p> <p>Parish Council asked that a letter of thanks be sent to Jacqui Cuff for doing the internal audit.</p> <p><i>Proposed Cllr Chris Osmond, Seconded Cllr Sam Sowerby, AIF</i></p>																																									
<p>11 1</p>	<p>To resolve to reaffirm the BNPC Standing Orders and Financial regulations There were no changes/amendments to the standing orders or financial regulations so they were reaffirmed. <i>Proposed Cllr Andy Foot, Seconded Cllr Lin Townsend AIF</i></p>																																									
<p>Annual Parish Meeting</p>	<p>Signed Date</p>																																									
<p>12</p>	<p>To approve the Minutes of the last Parish Council Meeting 10 April 2018 Were Passed, Agreed and Signed. <i>Proposed Cllr Roy Godwin, Seconded Cllr Chris Osmond, AIF</i></p>																																									
<p>13 1</p> <p>2</p>	<p>Matters Arising Cars parking on virtual pavement – Parish Clerk checked to see which day it was that cars were parked on the pavement. It was on a Wednesday evening near Easter and again on a Wednesday evening more recently. Parish Clerk to contact Village Hall committee for them to reminder hirers that people should not park on the pavement.</p> <p>Stevens Walk – WDDC advised that a report with a recommendation to dispose of these assets alongside a list of others is due consideration by the Strategy Committee on 24th April 2018.</p>	<p>SM</p>																																								
<p>14 1</p>	<p>Finance</p> <p><u>Invoices Paid</u></p> <table border="0"> <tr> <td>Water2business</td> <td>-</td> <td>£ 42.53</td> <td>cheque 436</td> </tr> <tr> <td>Parish Clerk wages + Exps</td> <td>-</td> <td>£ 301.96</td> <td>cheque 439</td> </tr> <tr> <td>DAPTC – Annual Conference</td> <td>-</td> <td>£ 70.00</td> <td>cheque 438</td> </tr> <tr> <td>Transfer of NP to Reserve A/C</td> <td>-</td> <td>£ 422.15</td> <td>Transfer</td> </tr> <tr> <td>SSE</td> <td>-</td> <td>£ 20.79</td> <td>cheque 437</td> </tr> <tr> <td>Cllr Baker – (bolts for fingerposts)</td> <td>-</td> <td>£ 32.45</td> <td>cheque 440</td> </tr> </table> <p><u>Invoices to be approved</u></p> <table border="0"> <tr> <td>Namesco – PC Website</td> <td>-</td> <td>£ 85.18</td> <td></td> </tr> <tr> <td>DCC – Grass cutting</td> <td>-</td> <td>£ 762.43</td> <td></td> </tr> <tr> <td>Parish Clerk Wages + Exps</td> <td>-</td> <td>£ 310.13</td> <td></td> </tr> </table> <p><u>Monies Received</u></p> <table border="0"> <tr> <td>WDDC – 1st half precept</td> <td>-</td> <td>£4350.00</td> <td></td> </tr> </table> <p><u>Reconciled Bank Accounts at 31 March 2018</u></p>	Water2business	-	£ 42.53	cheque 436	Parish Clerk wages + Exps	-	£ 301.96	cheque 439	DAPTC – Annual Conference	-	£ 70.00	cheque 438	Transfer of NP to Reserve A/C	-	£ 422.15	Transfer	SSE	-	£ 20.79	cheque 437	Cllr Baker – (bolts for fingerposts)	-	£ 32.45	cheque 440	Namesco – PC Website	-	£ 85.18		DCC – Grass cutting	-	£ 762.43		Parish Clerk Wages + Exps	-	£ 310.13		WDDC – 1 st half precept	-	£4350.00		
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	<p>Nat West Current 2806.26*</p> <p>Nat West Deposit (Balance of Sir William Aykroyd's legacy) 8186.45</p> <p>Total <u>10992.71</u></p> <p>Neighbourhood Pan B/F + Income 679.64</p> <p>Less Net Expenses 257.49</p> <p>Balance at 31.03.18 <u>422.15</u></p> <p>Play area B/F + Income 1091.92</p> <p>Less Net Expenses 70.00</p> <p>Balance at 31.03.18 <u>1021.92</u></p> <p>Actual Parish Council Funds in current account £ 2806.26 – 422.15 – 1021.92 <u>1362.19</u></p> <p>2017/2018 Possible expenditure – Reinstating Hountwell Pump</p> <p><i>Proposed Cllr Roy Godwin – Seconded Cllr M Needham – AIF</i></p> <p>2 To approve the annual accounts. 1 <i>Proposed Cllr Chris Osmond, Seconded Cllr Sam Sowerby, AIF</i></p> <p>2 Approve Section 1 of the Annual Return 2017-18 – Annual Governance Statement - was approved and signed. <i>Proposed Cllr John Baker, Seconded Cllr Andy Foot, AIF</i></p> <p>3 Approve Section 2 of the Annual Return 2017-18 – Accounting Statements - was approved and signed. <i>Proposed Cllr Lin Townsend, Seconded Cllr Sam Sowerby, AIF</i></p> <p>4 Approve Certificate of Exemption – Parish Council agreed to send the Certificate of Exemption to the External Auditors, rather than requesting an external audit. <i>Proposed Cllr Andy Foot, Seconded Roy Godwin, AIF</i></p>	
15	<p>Planning</p> <p>1 WD/D/18/000632 - ELKINS, BUCKLAND NEWTON, DORCHESTER, DT2 7BU Re-thatch roof <i>Comments by 28 May 2018 – Parish Council support</i></p> <p>2 WD/D/18/000722 – 4 STEVENS WALK, BUCKLAND NEWTON, DORCHESTER, DT2 7BQ Erection of single storey rear extension and new front porch. <i>Comments by 23 May 2018 – Parish Council support</i></p>	
16	<p>Highways</p> <p>1 Pothole continues to re-appear at the culvert below the property Sunnyside – Parish Clerk to report. SM</p> <p>2 Pothole 75 yards beyond church – Parish Clerk to report. SM</p> <p>3 Inspection Lid by planter is loose – Parish Clerk to report to Wessex Water SM</p>	
17	<p>GDPR</p> <ul style="list-style-type: none"> • New Parish Council website has been set up – www.bucklandnewtonparishcouncil.org • Cllrs have set up new email addresses specific for Parish Council business • Parish Clerk has completed data audit report and will circulate report with a list of action points to consider and agree 	

	<ul style="list-style-type: none"> Parish Clerk is currently producing the Data Policy Emergency plan has been updated and names removed in line with new regulations 	
18	Correspondence	
	<u>Emails received</u>	
1	<ul style="list-style-type: none"> Have your say on Dorchester's Wednesday market – survey to complete. <i>Cllr Foot suggested that as many people as possible should complete this website as it is rumored that WDDC want to move the market and build on the site. Parish Clerk to circulate again.</i> 	SM
2	<ul style="list-style-type: none"> Making planning enforcement enquires – information on form and web link. Chairman's Centenary Fund -fund to support community projects that commemorate the hundredth anniversary of the end of the First World War Notification of play area inspection in May/June for Buckland Newton Parish Council Calor Rural Community Fund - What's your project? – local community projects Highways news: Can we help your local charity? Royal Wedding Commemorative Medal for Schools and Councils Updates from DAPTC – newsletter number 8 ACTION REQUIRED - DAPTC SURVEY ON LGR MATTERS by 20 May – Parish Clerk to circulate for Cllrs to look at and return asap. Cllr Godwin attended a meeting and reported that many Councils were unhappy that they were being asked to make decisions on what services they may have to take on/have passed down without enough information from District and County Council. FW: Views wanted on healthcare services for children and young people in Dorset – survey Training courses - May 2018 Your Local Councils Insurance Renewal - Policy no. LCO00927 - Buckland Newton Parish Council – <i>The renewal quote is for same as last year plus added sections for data protection. Cost is less than last year. After discussion it was agreed to enter a 3 year long term agreement and save an extra 5%. Proposed Cllr Andy Foot, seconded Cllr Mark Needham, AIF.</i> 	SM
		SM
19	Other Parish Matters	
1	<u>Hountwell Pump</u> <ul style="list-style-type: none"> Parish Clerk to contact Tony Perrett and advise that the Parish Council would like to do the fencing in June. A duplicate key has been cut. Parish Clerk and Cllr Mark Needham will hold the keys. Transfer of land lying West of Hountwell. The Parish Council agree to the land transfer. Cllr Nicki Barker (as Chair) and Cllr Jane Collins (as vice-chair) will sign the necessary documents. Parish Clerk to return paperwork and request that costs of new Land Registry documents are to be paid by their client. 	SM
2	<u>Fingerposts</u> <ul style="list-style-type: none"> Fingerpost at the crossroads on B3143 has been refurbished and reinstated. Cllr Jane Collins thanked Cllr Baker for all his hard work. The next fingerpost to be done will be the one at Brockhampton. Milestone by Revels needs some attention. Parish Clerk to contact AONB to see if they have a record of milestones and ask who is responsible for them. 	SM
3	<u>Play Area</u> – Cllr Osmond checked the bench which needs to have the supports tightened. This will be added to the job schedule.	
4	<u>Parish Field</u> – Meeting to discuss ideas for Parish Field and Parish Room is on Tuesday 22 May, Parish Room, 7.30 pm	

Next Meeting - Tuesday 12 June - 7.30 pm, Parish Room

The meeting concluded at 8.45 pm.

Signed: _____

Date: _____