

BUCKLAND NEWTON PARISH COUNCIL

Minutes of Annual Parish Council Meeting

Tuesday 4 May 2021 at 7.30 pm via Zoom

Present: Cllr Mark Needham (MN), Cllr Chris Osmond (CO), Cllr John Baker (JB), Cllr Andy Foot, (AF)
Cllr Lin Townsend (LT), Cllr Roy Godwin (RG), Cllr Mick Ames (MA), Cllr Sheila Crouch (SC), Cllr Christina Manny (CM)

Clerk - Sarah Mitchell (SM)

| Item | Detail | Action |
|--------------------|--|--------|
| | Cllr Needham welcomed everyone to the meeting. | |
| 21/5-1 1 | To Elect Officers and signing of Declarations of Acceptance i Chairman Mark Needham <i>Proposed Cllr Foot</i> <i>Seconded Cllr Osmond</i> <i>AIF</i> ii Vice Chairman Roy Godwin <i>Proposed Cllr Foot</i> <i>Seconded Cllr Baker</i> <i>AIF</i> Iii Recreation Officer Chris Osmond <i>Proposed Cllr Baker</i> <i>Seconded Cllr Foot</i> <i>AIF</i> Iv Rights of Way Liaison Officer Stephen White <i>Proposed Cllr Osmond</i> <i>Seconded Cllr Godwin</i> <i>AIF</i> v Flood Warden Doug Morse <i>Proposed Cllr Baker</i> <i>Seconded Cllr Godwin</i> <i>AIF</i> Declarations of Acceptance were signed. | |
| 21/5-2 1 | Period of Public Questions PSCO – Alison Donnison – no report received | |
| 2 | Dorset Councillors Report – Chalk Valley Councillor Jill Haynes – report attached. | |
| 21/5-3 | Apologies: Dorset Councillor – Chalk Valley – Jill Haynes – Annual Dorset Council Meeting | |
| 21/5-4 | Declarations of Interest and grants of dispensations None | |
| 21/5-5 | Minutes of the last Annual Parish Meeting held on Wednesday 15 May 2019, were Passed, Agreed and Signed. <i>Proposed Cllr Baker, Seconded Cllr Needham, AIF</i> | |
| 21/5-6 | Matters Arising None | |
| 21/5-7 | Chairman’s Report The Parish Clerk produced an Annual Report which was circulated prior to the meeting. Parish Clerk to add information regarding Planning Applications, Issues raised and Highways matters as suggested by Cllr Crouch. | SM |
| 21/5-8 1 | To receive Financial Report and to approve the Annual Accounts The Parish Clerk gave the financial report. The end of year accounts show a figure of £ 3129.91 to be carried forward. Bank Accounts Reconciled 31.3.21 Nat west Current = £ 3218.02 Nat west Deposit = £ 10000.49 (Sir William Aykroyd’s legacy and Project support fund) | |

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| | Nat West Project Fund = £ 98.68 The internal audit for year ending 31.3.21 has been completed; the auditor stated that they were an excellent set of accounts. All Transparency criteria had been met and relevant risk assessments had been done. The Internal Audit was reviewed and approved. Parish Council asked that a letter of thanks be sent to the internal auditor. The Annual Accounts were approved. <i>Proposed Cllr Foot, Seconded Cllr Townsend AIF</i> | SM |
| 2 | Approve Section 1 of the Annual Return 2020-2021 – Annual Governance Statement was approved and signed. <i>Proposed Cllr Foot, Seconded Cllr Baker, AIF</i> | |
| 3 | Approve Section 2 of the Annual Return 2020-2021 – Accounting Statements were approved and signed. <i>Proposed Cllr Godwin, Seconded Cllr Foot, AIF</i> | |
| 4 | Approve Annual Return for External Audit – as the gross income was over £ 25,000 the accounts are required to have an external audit. <i>Proposed Cllr Foot, Seconded Cllr Osmond, AIF</i> | |
| 5 | To appoint a new signatory for banking – after discussion it was agreed that Cllr Godwin, as Vice Chairman should be a signatory. Parish Clerk to action. | SM |
| 21/5-9 1 | To resolve to reaffirm the BNPC Standing Orders, Financial regulations and Code of Conduct There were no changes/amendments to the standing orders, financial regulations and code of conduct so they were reaffirmed. <i>Proposed Cllr Townsend, Seconded Cllr Manny AIF</i> | |
| 21/5-10 | To adopt a scheme of delegation. The proposed scheme of delegation was circulated to Councillors prior to the meeting, which was considered and approved for adoption. <i>Proposed Cllr Crouch, Seconded Cllr Foot, AIF</i> | |
| Annual Parish Council Meeting | Signed Date | |
| 21/5-11 | To approve the Minutes of the last Parish Council Meeting 13 April 2021 The Minutes were Passed, Agreed and Signed. <i>Proposed Cllr Foot, Seconded Cllr Crouch, AIF</i> | |
| 21/5-12 1 | Matters Arising Grant – Parish Clerk looked into the grant and did not think that the Parish Council was eligible for it, but would ask the question with Dorset Council | SM |
| 21/5-13 1 | To consider and agree any actions in relation to Financial Matters <u>Invoices Paid</u> SSE – (1.10.20 – 17.3.21) £ 69.54 BACS 7.4.21 Parish Clerk Wages £ 365.54 BACS 30.4.21 Water2business £ 64.84 BACS 21.4.21 BHIB Insurance £ 392.69 BACS 22.4.21 | |
| 2 | <u>Invoices to be approved</u> Parish Clerk Wage + Exps £ 387.64 Reimbursement Cllr Baker £ 24.31 Playground repairs N & J Baker £ 72.00 Playground repairs Dorset Council £ 720.00 Three Speed surveys | |
| 3 | <u>Monies Received</u> | |

| | SSE Wayleave payment | £ 25.01 | Cheque received but not paid in yet. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | 1 st Half precept payment | £ 5467.50 | Advice of payment but not in bank account yet. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | <table border="1"> <thead> <tr> <th colspan="4">Reconciled Bank Accounts at 29 April 2021</th> </tr> </thead> <tbody> <tr> <td></td> <td>Nat West Current</td> <td>2,318.41</td> <td>*</td> </tr> <tr> <td></td> <td>Nat West Deposit - The Aykroyd Legacy and Project Support Fund.</td> <td>10,000.49</td> <td></td> </tr> <tr> <td></td> <td>Project Fund</td> <td>98.68</td> <td></td> </tr> <tr> <td></td> <td>Previous cheques</td> <td>-</td> <td></td> </tr> <tr> <td></td> <td>Uncleared cheques</td> <td>-</td> <td></td> </tr> <tr> <td></td> <td></td> <td>12,417.58</td> <td></td> </tr> <tr> <td></td> <td>* Play area B/F + Income</td> <td>799.22</td> <td></td> </tr> <tr> <td></td> <td>Less Expenses</td> <td>711.11</td> <td></td> </tr> <tr> <td></td> <td>Balance at 29.04.21</td> <td>88.11</td> <td></td> </tr> <tr> <td></td> <td>Actual Parish Council Funds in current a/c</td> <td></td> <td></td> </tr> <tr> <td></td> <td>2318.41 - 88.11</td> <td>2,230.30</td> <td></td> </tr> </tbody> </table> | | | Reconciled Bank Accounts at 29 April 2021 | | | | | Nat West Current | 2,318.41 | * | | Nat West Deposit - The Aykroyd Legacy and Project Support Fund. | 10,000.49 | | | Project Fund | 98.68 | | | Previous cheques | - | | | Uncleared cheques | - | | | | 12,417.58 | | | * Play area B/F + Income | 799.22 | | | Less Expenses | 711.11 | | | Balance at 29.04.21 | 88.11 | | | Actual Parish Council Funds in current a/c | | | | 2318.41 - 88.11 | 2,230.30 | | |
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| 5 | <p>To consider amending the budget to include Chairman's Allowance – After attending recent training the Parish Clerk explained, that it was advisable to have a budget heading called Chairman's expenses. Councillors agreed that it would be beneficial to amend the budget in case it was needed. A sum of £ 250.00 was agreed. <i>Proposed Cllr Foot, Seconded Cllr Godwin, AIF</i></p> | | | SM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | <p>To consider membership to the SLCC – it has been recommended that all Clerks should be members of the SLCC. A report detailing the advantages and costs was circulated prior to the meeting. Councillors were willing to trial membership for a year to see if it is beneficial. Councillors also agreed that up to date versions of the Local Council Administration and Clerks Manual should be bought. Parish Clerk to see if Holwell Parish Council were willing to pay half to the membership. <i>Proposed Cllr Manny, Seconded Cllr Foot, AIF</i></p> | | | SM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21-5/14 | To consider and agree any actions in relation to Planning Matters | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | <p>P/FUL/2021/00433 BROCKHAMPTON FARM, BROCKHAMPTON, BUCKLAND NEWTON, DT2 7DJ Change of use from agricultural/store to office/store <i>Comments by 13 May 2021 – The Parish Council supports; it is a good use of a redundant building.</i></p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | <p>P/FUL/2021/01018 NORTH DAIRY FARM ACCESS TO NORTH DAIRY FARM, PULHAM, DORSET, DT2 7EA Install ground-mounted solar panel photovoltaic solar arrays, substation, inverter stations, transformer stations, security fencing, gates and CCTV; form vehicular access, internal access track, landscaping and other ancillary infrastructure. <i>Comments by 26 May 2021 – As this application has only just arrived, it was agreed that Councillors would be given more time to study before commenting via email to the Clerk.</i></p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21-5/15 | To consider and agree any actions in relation to Highways and Rights of Way | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | <p>Speed Survey – the third speed survey within the village has been carried out. Parish Clerk to circulate details to the Councillors. Parish Clerk to speak with highways to see what other options there are other than a SID. Cllr Ames to bring any ideas relevant for Duntish to the next meeting.</p> | | | SM MA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | A parishioner is concerned that on entering the village from Henley that the Buckland Newton sign is not reflective. Cllr Manny to clean it in the first instance to see if that makes a difference. | CM |
| 21-5/16 | To consider and agree any actions in relation to Parish Matters | |
| 1 | <u>Hountwell Pump</u> Cllr Needham to carry out risk assessment of Hountwell Pump | MN |
| 2 | <u>Parish Field</u> <ul style="list-style-type: none"> The Parish Council have been advised that the Artsreach production is now being held at the Gaggle of Geese. Parishioners have raised concerns about the use of weed killer. The Parish Council used weed killer under the new fence to keep it tidy as the lawn mower is unable to get tight to the fence. Weed killer is also used once a year to stop the grass and weeds encroaching on the all-weather track. Parish Clerk to ask handyman to action. Stones have risen to the top of the all-weather track. Various options were discussed. Cllr Foot to obtain options and quotes to be discussed at the next meeting. In the meantime, Councillors to meet at a mutually convenient time to stone pick the path. | SM AF |
| 3 | <u>Parish Pavilion</u> <ul style="list-style-type: none"> Only one quote for the re-pointing of the Parish Pavilion buttresses has been received. As the Parish Clerk has chased for quotes and none were forthcoming, it was agreed to go ahead with the one received. Parish Clerk to accept and ascertain when the work could be completed. A parishioner has asked whether they are able to hire the old toilet building and use as a storage area. Cllr Baker to liaise with Parishioner. Parish Clerk to check with the insurance company. | SM SM |
| 4 | <u>Play Park</u> <ul style="list-style-type: none"> Cllr Baker has recently carried out repairs to the walkway and other boards. The annual inspection carried out by ROSPA has been booked in for May The fencing surrounding the park has become unstable. Perrett Fencing has been contacted for a price. Cllr Godwin to obtain further quotes. Parish Clerk to ascertain what the regulation fencing should be. It was agreed that money should be put by each year to spend on repairs. This year the budget figure is £ 400.00 | RG SM |
| 5 | <u>Parish Pound</u> <ul style="list-style-type: none"> No issues raised. | |
| 6 | <u>Telephone Boxes</u> <ul style="list-style-type: none"> The telephone box by the Gaggle of Geese is currently being used as a seed and plant swap. | |
| 7 | <u>Bus Shelter</u> <ul style="list-style-type: none"> Plans are currently been drawn up to change the bus shelter into an information centre for the village. | JB |
| 8 | <u>Sand Store</u> <ul style="list-style-type: none"> Cllr Baker is liaising with Flood Warden regarding a new sand store. | JB |
| 9 | <u>Emergency Plan</u> <ul style="list-style-type: none"> Cllr Crouch is reviewing the Plan. <p>It was agreed to make a list of potential projects, to enable Councillors to plan what actions to take. This to be an agenda item for the next meeting.</p> | SC |

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| 21-5/17 | To consider and agree any actions in relation to Correspondence <ul style="list-style-type: none"> • Message from the High Sheriff of Dorset, Michael Dooley • Office of Chris Loder MP – Requesting details of local magazine – responded 27.4.21 | |
| 21-5/18 | Other matters/Agenda Items for Next meeting None | |
| 21-5/19 | Date of next meeting To be advised. It is no longer lawful to hold Parish Council meetings virtually. Therefore, it was agreed to wait for the next announcement regarding Covid-19 regulations to see when face to face meetings can take place. | |

Next Meeting – To be advised.

The meeting concluded at 9.25 pm.

Signed: _____

Date: _____

Parish Report for April 2021

Jill Haynes Chalk Valley Ward. Dorset Council

The third Lockdown seems to have had the right effect in Dorset and the figures for the last week in April were 11.5 per 100K in the Dorset Council area. There was sadly one death and four people were in hospital. The rate continues to fall week on week through the month. Social distancing still needs to be maintained but the measures are gradually being relaxed.

The government ruling that no longer allows councils to hold virtual meetings is very unsatisfactory. We simply do not have the spaces to have appropriate social distancing. For example, the large auditorium which is the county hall council chamber can only have 18 people socially distanced. For a cabinet meeting there are some 25/30 people without any members of the public so it looks as if we will have to have the 9 Cabinet members in one room and a video link to officers and clerks possibly a third room for the public. Wembley stadium isn't big enough for the full council!!

In Children's services there are some very positive results coming through from the new transformation work with children and their families. The numbers of children in the council's care, including foster children, has fallen from 525 before Christmas to 442 this month. Dorset Council purchased a private school, St Marys, in December. The school is based on the Dorset /Wiltshire border near Shaftesbury. After an 8 week consultation the council has been given the go ahead to turn the school into a centre of excellence for children with special educational needs. The school has superb facilities and is ready to go with virtually no alterations. This will give the council the opportunity to provide for these children locally and we hope to bring many of those who are educated out of county, and who have to travel very long distances for their special educational needs, into the school. Providing this in-house setting should make considerable savings for the council as the out of county private provision is extremely expensive. In some cases, as much as £15k per week for a child.

Dorset Council has just opened up a new Community and Culture fund the link for the grants is here [Community and Culture Project Fund - Dorset Council](#) Please share this as widely as possible in your community. There are some quite strict criteria so please read all the documentation through before making an application.

As the virtual meeting stop on 7th May the Full council meeting has been brought back to the evening of 4th May. Unfortunately five of my parishes are also having their meetings on this night too so I am sorry that I will not be able to be with you but please email me if you have any queries