

# **FROME VALLEY PARISH COUNCIL**

Minutes of a meeting of the Parish Council held in the Savill Hall, Cattistock on Thursday 10<sup>th</sup> May 2018 commencing at 7.00 pm.

## **Present**

Cllr Palmer (Chair)

Cllr Mitchell

Cllr Anderson

Cllr Tosswill

Cllr Sennett

## **In Attendance**

Mrs K Sheehan (Clerk)

Cllr M Penfold (WDDC)

## **Annual Parish Assembly 2018**

Cllr Palmer welcomed everyone to the meeting.

The minutes of the 2017 Annual Parish Assembly were duly agreed and signed as an accurate record of the meeting.

In the absence of Cllr J Haynes her annual written report had been circulated by email prior to the meeting. Cllr Penfold was expected but running late.

No members of the public were present and consequently no issues were raised in the democratic period.

## **Annual Parish Council Meeting 2018**

### **18/021. Election of Chairman, other Officers, Committees and Representatives**

#### **Election of Chairman and signing of the declaration of acceptance of office**

Cllr S Palmer was proposed as Chair by Cllr Anderson, seconded by Cllr Mitchell and elected unopposed.

#### **Election of Vice Chairman and signing of the declaration of acceptance of office**

Cllr I Mitchell was proposed as Vice Chair by Cllr Palmer, seconded by Cllr Anderson and elected unopposed.

#### **To appoint the following leads:**

**Rights of Way:** - Mr M Gardiner

**Transport Advisor:** – Ms S Falkingham

**HMS Cattistock:** - Cllr I Gregory

**Community Space working group:** - Cllrs Palmer, Gregory and Ms K Myers

All the above representatives reappointed to their current positions subject to their agreement to do so.

Some discussion took place about the formal status of the CS group as it had on occasion been referred to as a 'Committee'.

### **18/022. Apologies**

Apologies were received from Cllrs Gregory, Harpur, Kilby, Browning, and Lashbrook as well as from Cllr Jilly Haynes (DCC).

### **18/023. Code of Conduct and Declarations of Interests**

None.

Cllr Palmer noted that Cllr Graham Browne had now formally resigned from the Council. A candidate for co-option had come forward but was not available tonight.

**Action: Clerk to advertise vacancy and notify electoral services.**

### **18/024. Minutes of the Previous Meeting**

Minutes of the last meeting held on 26<sup>th</sup> March 2018 had been previously circulated and were unanimously approved and signed by the Chair.

### **18/025. Matters arising from Last Meeting**

Members noted that the broken swing seat at the Community Space had been replaced and that the working party were now reviewing the equipment.

#### 18/026. Community Space

Cllr Palmer agreed to discuss the issue of the weekly visual checks with Cllr Gregory. Cllr Sennett raised concerns about the liability of any volunteer inspectors, should something be missed. Members queried whether there was an alternative to weekly checks - if monthly would be acceptable for an additional premium.

**Action: Cllrs Palmer and Gregory to liaise over visual checks, Clerk to make enquiries with insurance company re above points.**

#### 18/027. Back Lane

The Clerk updated members on recent correspondence with Dorset County Council where the responsible officer had indicated that some progress was being made.

**Action: Clerk to chase again.**

#### 18/028. Financial Matters

a. *To consider the report of the Internal Auditor 2017/18*

Members noted the pre-circulated report which raised no issues of concern.

b. *To approve the Annual Governance Statements 17/18*

**Proposed: Cllr Palmer                      Seconded: Cllr Anderson                      RESOLVED**

c. *To approve the Accounts and EOY Bank Reconciliation 2017/18*

**Proposed: Cllr Palmer                      Seconded: Cllr Anderson                      RESOLVED**

d. *To approved the Annual Accounting Statements 2017/18*

**Proposed: Cllr Palmer                      Seconded: Cllr Anderson                      RESOLVED**

e. *To authorise payments for goods and services received since last meeting, including insurance renewal for 18/19*

Payments		Voucher	Chq no	
Staffing	Salary/expenses	CA028	100708	£ 600.72
HMRC	PAYE	CA029	100709	£ 29.80
Came and Company	Insurance renewal	CA030	100710	£ 900.55
M Harding	Internal audit fee	CA031	100711	£ 60.00
DAPTC	Training session fee	CA032	100712	£ 15.00
Merriott PC	20% SLCC membership	CA033	100713	£ 29.40
				<b>£ 1,635.47</b>

The insurance renewal was agreed as part of a three-year LTA which gave a discount for locking in to an extended period. Receipts were not available due to earlier meeting date preceding publication of up to date bank statements.

*f&g. To reaffirm Standing Orders and adopt new Financial Regulations*

New Financial Regulations which brought the Council into line with the NALC model regulations were circulated prior to the meeting.

**Proposed: Cllr I Mitchell                      Seconded: Cllr S Palmer                      RESOLVED**

h. *To adopt updated policies and procedures in compliance with GDPR*

The Clerk presented a report and new privacy notices, data audits, Data and FOI policy and consent forms which had all been circulated to members in advance of the meeting. The privacy notice would be displayed on the website and all members were asked to complete the consent form before 25<sup>th</sup> May.

**Proposed: Cllr I Mitchell                      Seconded: Cllr S Palmer                      RESOLVED**

i. *To adopt the 2018-19 National Salary Award*

It was proposed to adopt the SLCC/NALC agreed National Salary Award for 18/19, which had come into effect on 1<sup>st</sup> April 2018.

**Proposed: Cllr S Palmer                      Seconded: Cllr B Sennett                      RESOLVED**

j. *To consider a grant request from Cattistock's Armistice Commemoration Committee*

The Clerk gave further details provided by Mr Kilby regarding the plans for the commemoration of the 100<sup>th</sup> anniversary of the armistice. Some discussion took place about how monies should be apportioned, with members generally agreeing the works to the war memorial would be most appropriate. A proposal to grant the Committee £500 towards the cost of works to the memorial, payable on receipt of invoices covering expenditure to this amount was received.

**Proposed: Cllr I Mitchell**

**Seconded: Cllr B Sennett**

**RESOLVED**

**18/029. Development Applications**

a. *Planning Applications currently in circulation:*

- WD/D/17/03035 West Norden Farm, Maiden Newton Road, Cattistock – NO OBJECTIONS

b. *To note development decisions received since the last meeting:*

- a. WD/D/18/000583 Dorset AONB Replacement Pole – APPROVED

c. *To consider S106 allocation process for Chilfrome and Holywell*

Members noted that S106 funds were available from developments in Chilfrome and Holywell and that the District Council was seeking the opinion of the Parish Council on their allocation. Cllr Mitchell agreed to talk to the developer of the Chilfrome application to see if there were any strong preferences and report back to Council.

**Action: Clerk to put S106 on July agenda.**

**18/030. Correspondence**

The following matters were discussed:

a. *Matters discussed or raised with the Clerk*

Members noted the circulation of various bulletins, consultations since the last meeting.

b. *To note action on other correspondence received since the last meeting*

Various emails circulated to members including DAPTC survey on services and decision making which was delegated to the Clerk for reply.

**18/031. Other Relevant Information**

Cllr Tosswill raised the condition of the roads in the centre of Chilfrome, particularly at the crossroads, and suggested that patching is no longer sufficient to maintain the road.

Cllr Palmer reported a bump in the road at Frome St Quintin (Short Cross to Chalmington) outside the Old Forge.

**Action: Clerk to report both issues above for action from Highways.**

**18/032. Arrangements and items for the next meeting**

The next meeting was set for Monday 16<sup>th</sup> July and after some discussion members agreed that all meetings should start at 7pm from now on.