

# SHIPTON GORGE PARISH COUNCIL

## MINUTES OF THE MEETING HELD ON WEDNESDAY 4<sup>th</sup> May 2016

at 7.30pm in Shipton Gorge Village Hall

- Open Forum**
- Dick West queried the resistance of the exercise equipment in the Playing Field having compared them with other items, for examples, in Dorchester. Agreed to ask **JP** to contact Wicksteeds and enquire.
  - Dick also commented on the fact that Lodgers had had exhaustive in-filling of potholes in roads and some resurfacing recently and wondered if there is a plan for Shipton Gorge. HC commented that the County Council have a long-term plan on re-surfacing and white lines on roads in villages (have to be 75% worn). RonC offered to make enquires of the Highways department and report back and the clerk would also send a letter to DCC regarding this.
  - Graham Rosamond passed his invoice to the clerk.

**Present** Cllr Mary Boughton (MB), Cllr Richard Cunningham (RC); Cllr Hilary Cunningham (HC), Cllr Christine Huxtable (CH), Cllr Gerry Pyke (GP), Cllr John Porter (JP), Cllr Andrew Fry (AF)

**In attendance** Parish Clerk - Paula Biss (PB), John Russell (JR) District councillor, Ron Coatsworth (RonC) County councillor and there were six parishioners in attendance.

**16.44 Apologies for absence** – There were none.

**16.45 Declaration of Interests** – There were none.

**16.46 Neighbourhood Policing update** – With apologies for not being able to attend Dave Ash had sent report – *“In May 2015, a local male was issued with a formal ‘section 59’ warning for riding his motorcycle in a dangerous manner and on footpaths in the Burbitt Close area. This warning lasts for 12 months, and if the recipient comes to notice for another qualifying issue again, they will have their vehicle seized by police. To date, this male has not come to notice again.*  
*In September 2015 and January 2016, quantities of live chickens were stolen from farm land in the Bennett’s Hill area. Crime prevention advice has been given to attempt to help the victim guard against further attacks. There have been no further reports to date.*  
*In total, we have 26 recorded incidents for Shipton Gorge in the past 12 months, and around half of these relate to the A35. 6 of these have been recorded as crimes, of which one was on the A35”.*

**16.47 To elect the Chairman and Vice-Chairman of the Parish Council.**

Chairman – Mary Boughton. Proposed Richard Cunningham, Seconded Hilary Cunningham.

Vice-Chairman – Richard Cunningham, Proposed Mary Boughton, Seconded Christine Huxtable

Approved unanimously

**16.48 To appoint Committee chairs and members and to fill positions of responsibility.**

**Playing Field** - Chairman – John Porter, Proposed Christine Huxtable, Seconded Hilary

Cunningham. **Committee** – Gerry Pyke, Christine Huxtable, Graham Rosamond (co-opted).

Unanimously agreed.

**Planning Committee - Chairman** - Richard Cunningham, Proposed Mary Boughton, Seconded

Andrew Fry. **Committee** – All Councillors except Chairman Mary Boughton. Unanimously agreed.

Both committees and chairmen approved unanimously

**Highways Officer** – Hilary Cunningham agreed to continue in post

Signed.....Dated.....

Chair Mary Boughton

# SHIPTON GORGE PARISH COUNCIL

**Resilience Officers** – Gerry Pyke and John Porter agreed to continue in post.

**Responsible Financial Officer** – Christine Huxtable agreed to remain in post.

**Internal auditor** – Peter Varney was content to continue in this post.

It was hoped to fill other positions of responsibility, including a councillor to represent the council on the Village Hall committee, after the July meeting when new councillors may have been co-opted.

**16.49 To review Financial Regulations signatories to the Parish Council's Bank Accounts and make any changes necessary**

The proposed revisions to The Financial Regulations had been previously circulated. These were discussed and unanimously approved and adopted as amended. Proposed Hilary Cunningham, Seconded Richard Cunningham.

**16.50 Chairman to sign Minutes of meeting held on 9th March 2016.** These had been circulated and placed on the Website. They were unanimously agreed as correct and signed by the Chairman.

**16.51 To consider any matters arising from the Minutes, not on the Agenda.**

a) Confirmed that the Parish Council were enabling the Commemorative Plaques to be purchased for the Village Society and would be reimbursed. Clerk to chase up order placed in Dec 2016.

**16.52 To consider and confirm dates for future Parish Council meetings.** Agreed unanimously 2<sup>nd</sup> Wednesday of every other month.

**16.53 Chairman's Report.**

- a. **Vacancies.** *Alex Drew has now moved out of the village and so tendered his resignation. I have emailed him to thank him for his contribution whilst a member. This means that we have two vacancies for new councillors and the notices have been put on the noticeboards informing the village. These vacancies can be filled by election or co-option. We will know later this month if parishioners want them filled by election, but if not then we will be looking to co-opt. You will see that the vacancies were also mentioned in the Bride Valley News.*
- b. *As issue has arisen about the Public liability insurance for the **Neighbourhood Plan** committee which was highlighted in the Came & Co. recent newsletter. It seems that in order to be covered for Public Liability for any meetings or events they hold during the process, they need to be an official committee, steering group or working group of the council, otherwise they have to obtain their own insurance. As our insurance renewal is on the agenda later we can discuss how to proceed with this then.*
- c. *You may remember that as an employer we come under the new **Workplace Pension Regulations** and that our date for registering is 1<sup>st</sup> May 2017. We have started this process which will be completed later next year and the dates for carrying out the necessary actions have been included in the Annual Reminder Sheet. As things stand at the moment we do not need to provide a pension for the clerk, as our only employee, as she doesn't qualify on grounds of amount earned or age, so as long as she remains in post we don't need to do anything further once we have completed the registration process and are compliant.*
- d. *The **Litter Pick** took place last Saturday. And many thanks to those people who came along and took part. There didn't seem to be as much rubbish as in previous years, probably due to all those residents who pick up litter as they walk round the village, so many thanks to them. It was suggested to me by some people taking part that we should see if there is any interest in setting up a **Village Working Party** that could meet regularly to do little jobs tidying up the village. It was suggested that every fortnight on a Saturday morning might be a good time. This type of working party works well in Burton Bradstock and seems a good idea if enough people are willing*

Signed.....Dated.....

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## SHIPTON GORGE PARISH COUNCIL

to take part of on regular or irregular basis. So I have put something in the Bride Valley News for June to see if there is interest in this idea.

- e. Thank you to all those who came along to our **Annual Parish Meeting**. There were more people than usual and it was good to hear about the activities of the organisations in the village who voluntarily work so hard for the benefit of all of us. It also provided a welcome forum for general discussion, followed by wine and nibbles and an opportunity to catch up with friends and neighbours.

**Litter Pick** - After the Litter Pick it was suggested that a Working Party might be set up for more regular maintenance in the village – maybe every other Saturday morning. The Chairman had put this suggestion in the June edition of the Bride Valley News to see if there was wider interest in it. It was agreed to discuss this further at the next meeting when a list of suitable jobs could be drawn up. It was confirmed that all volunteers are covered by the Council's insurance. CH suggested that clearing around the fingerposts and keeping them clean could be on the list. It was hoped that when there were new Councillors on board this could start.

### 16.54 Clerks Report

1. Village Green – Mail received stating fence in wrong position. Brights need to re-position according to details on mail received. Clerk/HC to organise.
2. Letters of resignation received from Cllr Barbara Chambers and Cllr Alex Drew and I have requested Notice of Vacancies from elections@westdorset. Posted on noticeboards 24/4/2016
3. Cheques to be approved:
  - a) 795 C Chambers - Maintenance 1/4/16 – 1/10/16 - £50.00
  - b) 796 Clerk's Expenses for Feb/March - £120.03
  - c) 797 Fingerposts letters - £40.00
  - d) 798 Village Hall rent and storage - £204.60
  - e) 799 Chairman's expenses - £37.80
  - f) 800 G Pyke – Emergency Plan printing expenses - £44.00
  - g) 801 G Rosamond - Playing Field Maintenance – 18/3/16 – 24/4/16 - £151.32
4. A final Audit for 2015 has been completed with Peter Varney and we are working on the BDO papers for the external audit.
5. The first half of the Precept and LCTS Grant has been received - £3267.00
6. Monthly expenditure over £100.00 updated and put on Website
7. We have received the Annual Review of Hire Charges from the Village Hall – PC cost will be £130.00 for 10 sessions.
8. Posting of notices on noticeboard –volunteers? Did we get any?
9. I have organised the annual inspection of the playing field by RoSPA and this is to be done in May. It was agreed this year not to pay the extra charge for the PF chairman to be present at the inspection but maybe this could be done for next year.
10. The Queen's Birthday plaques as agreed for the Village Society were ordered in March.
11. A letter has been sent to Wessex Water re the maintenance of the Attenuation Tanks at the Peas Hill development, awaiting reply..
12. VAT return completed - £2480.03

The listed cheque payments were approved unanimously. Following the Clerk's report a discussion was held on her workload and pay. It was agreed the Clerk was working longer hours with all the extra legal

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## SHIPTON GORGE PARISH COUNCIL

requirements now needing to be fulfilled. Clerk to speak to DAPTC about extra hours as it was unanimously agreed that she should be properly reimbursed for the hours worked. Agreed Clerk should attend "Local Councils & Planning" meeting on 7<sup>th</sup> June as it will be the Clerk's responsibility to pass information to the Planning Committee and report back to the council etc.

- 16.55 To consider and, if thought fit, approve section 1 & 2 of the Annual BDO Return for year ended 31 March 2016.** MB went through the details of the return and is confident that we have it right this year. Approval was unanimously agreed.
- 16.56 Insurance Renewal Came & Co.** The amount of £415.76 (payable to Came & C cheque no 802) was approved and unanimously agreed to be renewed by the end of May 2016. Proposed MB, Seconded HC. The situation on insurance for Neighbourhood Plan Committee was discussed and to be reported back and on next Agenda as the official committee is an independent group working under the umbrella of the Council and there may be insurance implications. Chairman to contact Hilary Jordan's team at WDDC council and our insurers for advice about insurance. Outcome will be reported back when committee is formed and in the meantime RC to speak to Tom Grace re the fact the committee whilst independent in its activities is under the umbrella of the Council.
- 16.57 Fingerpost Update.** Brook Street post now refurbished but fingerboards not yet reinstated. Two posts left to do. All agreed the posts looked very good, especially Brook Street. CH was pleased with the results and was thanked for all her efforts.
- 16.58 Parish Website.** Nigel Wheeler has now officially taken over from Ernie Thomas. More to report at next meeting.
- 16.59** To receive the following reports:
- a) **Finance** – CH – felt all aspects now covered and was happy to be RFO.
  - b) **Resilience** – GP reported the plan was now 90% complete. Unanimously agreed parish councillors do not need a copy. People possibly needing assistance were on Page 14 and this is to be considered an internal document and not to be placed in the public domain. Parish Clerk to hold copy but all previous copies to be destroyed.
  - c) **Highways** – HC
    1. Q4 2015/6 Dorset Highways top 10 performance has been published
    2. Bus service cuts have been advised, and are now in place. 210 service through the village has no change.
    3. Various pot holes have been filled. Some road edges have been marked up to be repaired in Shipton Lane and Shipton Road.
    4. Reporting highway issues. Please can parishioners be encouraged to report issues on line. It is very easy and it works.
    5. Overhanging branches near Innsacre. Issue raised by a parishioner. Information on how to report potholes to the council to be put in the Bride Valley News.
  - d) **Playing Field Report** – G Rosamond – all work up to date and GR now on holiday for 2 weeks. A draft Contract of Employment to be discussed with him. The contract proposes he is paid 50p above the national minimum wage as this would cover him having to finance his own Public Liability Insurance as a contractor. Work in progress and to be on July Agenda.
  - e) **Planning – RC** – No applications had been received since the last meeting, but RC explained about WDDC no longer supplying hard copies of plans for parish planning meetings. He was very concerned about this and how we could manage planning meetings in future. As there is no broadband connection in the village hall it was not possible to view plans on the internet. The

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# SHIPTON GORGE PARISH COUNCIL

chairman said that the Village Hall is keen to find a way to use the office in the hall. Grants were available for enabling transparency and in view of this change in how planning applications are handled this may be an opportunity to enable broadband installation in the hall with the aid of a grant. The clerk could also use the office if broadband were available. This would be looked into.

f) **Rights of Way/Footpaths** – Nothing to report.

g) **Website** – Nothing to report.

## 16.27 To confirm date for the next SGPC meetings:

Next Parish Council **20<sup>th</sup> July 2016**

Meeting ended 9.35pm

Signed.....Dated.....

Chair Mary Boughton