

LEIGH PARISH COUNCIL

Minutes of a Meeting of Leigh Parish Council Meeting Held at Leigh Village Hall on Tuesday 18th September 2018

Present: Cllr Bennett, Cllr Bugler, Cllr Dixon, Cllr Read, Cllr Scutt; DCllr Penfold (Item 9 onwards). And 6 members of the public in attendance.

ITEM NO	DISCUSSION AND DECISIONS
	<p><u>Opening Remarks.</u> The Chairman welcomed all to the Parish Council Meeting, and especially parish members of the public. He asked if there were any issues to be raised by the parishioners before the formal meeting commenced; there were none. He outlined the Council's standing orders regarding interjections from the public during the meeting.</p>
1.	Apologies for Absence: Cllr Vincent; Cllr West
2.	Declarations of Interest: None
3.	<p>LEIGH PARISH COUNCIL MINUTES</p> <p>The Minutes of Leigh Parish Council's Meeting on 17 July 2018 had been circulated and displayed.</p> <p>3.1. The minutes were formally agreed as an accurate record, and signed by the Chairman.</p> <p>3.2. <u>Matters Arising.</u></p> <p>3.2.1. <u>Item 7.3.</u> Payment for footpath gates was without VAT.</p> <p>3.2.2. <u>Item 15.5.</u> Snow clearance payment to be recovered from DCC Highways.</p>
4.	<p>FINANCES – OVERVIEW</p> <p>The Chairman reviewed the current Parish financial status.</p> <p>4.1. A signed form was required by Lloyds Bank to vary the PC's address for receipt of banking correspondence and statements. Duly signed by Cllrs Bugler and Scutt, for action to the bank by the Parish Clerk.</p> <p>4.2. <u>Review of the PC's cheque signatories.</u> Cheques are signed by any two of three councilors, currently Cllrs Bugler, Scutt and Vincent. It was not considered necessary to vary this and the form at Item 4.1 was adjusted accordingly.</p> <p>4.3. <u>Current state of finances.</u> The Chairman referred to the spreadsheets circulated just before the meeting, which, once information about credits was included, reflected a balance of £15,355.51. Of this, £9,069.09 was in the sub-accounts, mostly for the Playground project (see Item 5). A further credit of around £5K, representing 50% of a grant to the Play Park was expected imminently.</p> <p>4.4. <u>VAT Reclamation.</u> The Parish Clerk reported that she had investigated the process that applied for local authorities to recover VAT that had been paid on goods and services. The PC did not need to register for VAT and applications for repayment of VAT on certain goods and services could be back-dated up to 3 years. Invoices were being checked for claimable amounts prior to submitting a consolidated claim.</p>

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5.	<p>PLAYPARK</p> <p>The Play Park Committee updated the PC through Cllr Bugler, progressing from Item 8.4 of the previous PC meeting:</p> <p>5.1. <u>Work schedules and final agreed costs with the preferred bidder.</u> Play Park relocation and upgrade costs that had now been agreed with the contractor were circulated by email from Cllr Bugler before the meeting. (Appendix 1). The costs for this phase were expected to be £13,130 + VAT</p> <p>5.2. <u>Timing.</u> Gregory Landscapes, the prime contractor, was expected to start work in late October 2018 and that the main works would take 3 to 4 weeks.</p> <p>5.3. <u>Items not in the Main Contract:</u> were also listed in the emailed schedule. It was expected that the slide would be fitted in the next financial year, pending settlement of the associated mound. Other finishing works for the new site and full restoration at the original site were costed with a contingency. Overall, total costs (including a £1000 contingency) of the entire project by the time it was fully completed were anticipated to be £21,146.50 (+ VAT where appropriate).</p> <p>5.4. <u>Fundraising Update.</u> The Project Committee stated that through various fundraising initiatives it held £3,155.52, with more expected (see below). The Chairman recorded his formal thanks to the Play Park Committee for their significant fundraising efforts; in particular to Cathy Purcell, who had raised much from her sponsored coastal walk. Cathy, from the floor wished it noted that the local support had been exceptionally generous, and that a further £500 was expected later in the year.</p> <p>5.5. <u>Additional Funding.</u></p> <p>5.5.1. <u>PC allocated funds.</u> The PC currently holds £9,318.89 in the associated sub-account.</p> <p>5.5.2. <u>CIL Rebate Funds.</u> Cllr Scutt reported that 50% of a CIL grant was due to be released imminently and the remainder of the grant would be released by DCC on receipt of invoices, policies (see Item 12) and other documentation. It was agreed that Cllr Scutt would monitor the grant funding to assure that appropriate returns were made to assure the grant funding. Documentation would be expected to reflect DCC funding. Payments might also require carefully timing to protect grant income.</p> <p>5.5.3. The total funding immediately available was therefore assessed to be:</p> <p style="margin-left: 40px;">Fundraising: £3155.52</p> <p style="margin-left: 40px;">PC allocation: £9318.89</p> <p style="margin-left: 40px;">50% of CIL: £5972.44</p>

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	<p>5.6. <u>Next steps</u>. The Council unanimously agreed that on the above basis the project now was affordable, and gave its approval for the main contract with Gregory Landscapes to be signed by the Chairman as soon as it was available. Payment would be processed through the Parish Council; it was anticipated that VAT would be reclaimable for much of the cost.</p>
6.	<p>FOOTPATHS</p> <p>Bailey Drove. The Chairman updated the PC on correspondence about Bailey Drove which had been the subject of an application to reclassify it as Byway Open to All Traffic (BOAT) by the Trail Riders Association. Following advice from the local branch of the Green Lanes Protection Group, the Chairmen of Leigh and High Stoy PCs signed a joint letter. This was sent on 31 August to DCC, formally objecting to the reconsideration of the application; receipt was acknowledged by DCC on 11 Sep.</p>
7.	<p>NEIGHBOURHOOD PLAN</p> <p>Cllr Scutt updated the PC on the Neighbourhood Plan that had suffered recent setbacks. Richard Smith had stood down as Chairman of the Working Group. The questionnaire was still to be issued; it had been corrupted by a virus. Rectification was on-going. More members were needed.</p>
8.	<p>PLANNING</p> <p>To consider Planning Matters</p> <ul style="list-style-type: none"> • WD/D/18/001157: Alton Mead change of use. No input had been submitted by the PC, due to IT problems in the aftermath of the change of clerk. • WD/D/18/001452: Five Acres, Batcombe Rd, Agricultural building. Approval not required • WD/D/18/001460: Whitehall Farm – Prior approval not required • WD/D/18/001420: Creg-ny-Baa. Application for Full Planning permission. Consultation closed 28 Aug 18. No Objection by PC. It was noted that there was strong opinion from residents immediately around the property. • WD/D/18/001438: Iles Farm – Solar Panels on outbuilding. (Full) Consultation closed 29 Aug '18 • WD/D/18/001199: Brookside Cottage – Retrospective application – Fence consultation. Due response 30 Sep 18. The application was under consideration by the PC following Cllr West's site visit. WDCC Planners had visited the site. It is understood that the height of the present fence was for increased privacy of the property from the road. Cllrs were asked to let the clerk know their views by close of play 21 Sep 18, so that a consolidated response from Leigh PC could be submitted by the deadline. • WD/D/18/001926 – Rookery Farm. Agricultural determination.
9	<p>FLOOD ALLEVIATION</p> <p>The Chairman updated the PC. DCC had now approved the project. A trial bore of the river bed at the intended site of construction had been carried out (to a depth of c.1.2m)</p>

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	<p>bringing up blue clay; this accorded with local knowledge of close-by groundwork at local farms. It was agreed, subject to an understanding of the costs, that a sample of the clay should be submitted for sheer testing to see whether it would support the steels that would bear much of the pressure of flood water.</p> <p>Two quotes for the construction work had been received; a third is expected shortly. One contractor had proposed an alternative approach; this was being considered with FWAG(SW).</p> <p>These factors, combined with the time it would take to manufacture the steels (c.4 weeks) meant that it was now unlikely that work would be ready to progress this year.</p>
10	<p>WARDING</p> <p>The PC's support for the proposed new arrangements was recorded prior to the 27 Aug 2018 deadline, and receipt has been acknowledged. DCllr Penfold confirmed further consultation running 13 Aug – 8 Oct 18; this has been publicized.</p>
11	<p>GDPR</p> <p>Based on the material recently issued by DAPTC to assist Parish Councils in conforming with the General Data Protection Regulation (GDPR), the Parish Clerk is now tailoring these for the PC's consideration.</p>
12.	<p>POLICIES.</p> <p>Cllr Scutt noted that her funding application had required the adoption by the PC of specific policies on:</p> <ul style="list-style-type: none"> 12.1. Equal Opportunities 12.2 Child Protection <p>Drafts for both had been circulated pre-meeting. Follow-up actions were also required. The PC approved the drafts.</p>
13	<p>APPROVAL OF PAYMENTS</p> <p>To approve the following invoices and payments:</p> <ul style="list-style-type: none"> 13.1. <u>Clerk's Salary & Expenses.</u> <ul style="list-style-type: none"> 13.1.1. <u>Salary</u> for 9 weeks (17 July – 17 Sept 18) 9 tax weeks - £336-28. Agreed: Proposer – Cllr Scutt; Seconded – Cllr Bugler. <ul style="list-style-type: none"> 13.1.1.1. <u>Future payments.</u> The Chairman proposed that as the Parish Clerk's salary payment was a regular commitment it should be covered by a monthly standing order, with the payment subject to annual review and agreement each financial year. Parish Clerk to instigate associated standing order with the bank. 13.1.2. <u>Clerk Expenses:</u> £10-10. Agreed: Proposer – Cllr Scutt; Seconded – Cllr Bugler. 13.2. <u>Playground: (Playground sub-account) Safety Check</u> - £84.00. Agreed: Proposer – Cllr Read; Seconded – Cllr Dixon. 13.3. <u>Flood Alleviation Project test auger hole on site</u>– £300.00. Agreed: Proposer

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	<p>– Cllr Read; Seconded – Cllr Dixon.</p> <p>13.4. <u>Web Site Hosting Fee</u> - £25.00. Agreed: Proposer – Cllr Dixon; Seconded – Cllr Bugler.</p> <p>13.5. <u>Defibrillator Replacements</u>. Cllr Bugler identified that the village defibrillator will need replacement pads on expiry of current materials. He proposed that the purchase of replacements was authorised. This was agreed.</p> <p>13.6 <u>Reclaiming VAT</u>. The Chairman asked that the Clerk update the Council at its next meeting on progress made towards reclaiming recent VAT payments.</p>
13	<p>CORRESPONDENCE RECEIVED.</p> <p>Issues with the Parish Email address had been generally resolved. The Clerk was now able to access mail sent to leigh@dorset-aptc.gov.uk . She is taking steps to ensure the “inbox” does not reach peak capacity.</p> <p>13.1. <u>Newsletters</u>. Being forwarded.</p>
14	<p>ITEMS OF AN URGENT NATURE – SUBJECT TO CHAIRMAN’S APPROVAL.</p> <p>See Item 13.</p>
15	<p>DATES OF NEXT MEETINGS:</p> <ul style="list-style-type: none"> • Tuesday 20 November 2018 – 7-30pm at Village Hall • 2019 dates notionally based on 3rd Tuesday at 7-30pm: <ul style="list-style-type: none"> ○ 15th January 2019 ○ 19th March 2019 ○ 21st May 2019 – 7-00pm Village AGM ○ 21st May 2019 (immediately after Village AGM); ○ 16th July 2019