

LEIGH PARISH COUNCIL

Minutes of a Meeting of Leigh Parish Council Meeting (including Parish Council Annual General Meeting) Held at Leigh Village Hall on Tuesday 21st May 2019.

Present: Councillors Bennett, Bugler, Dixon, Scutt & Vincent.

In Attendance: County Councillor Penfold, two members of the public and Parish Clerk

| ITEM NO | AGENDA ITEM |
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| | <u>Opening Remarks.</u> The Chairman outlined the meeting and its difference from the preceding Parish AGM. |
| 1 | <u>Apologies.</u> Cllr (elect) M Read |
| 2 | <p><u>Declarations.</u> All Councillors, post-election 2 May 2019, signed Acceptance of Office forms in advance of the LPC meeting. Those elected were:</p> <p style="padding-left: 40px;">Alan Bennett, Graham Bugler, Cate Dixon, Mark Read, Sandra Scutt and David Vincent. (+ one vacancy)</p> <p>All forms from LPC were to be lodged with the Monitoring Officer.</p> |
| 3. | <p>Further to Item 2 the Councillors were to elect the following:</p> <p>3.1. <u>To Elect LPC Chairman.</u> Cllr Bennett confirmed that he was prepared to stand as Chairman;</p> <p style="padding-left: 40px;"><u>Proposer:</u> Cllr Bugler; <u>Seconded:</u> Cllr Vincent. <u>Agreed unanimously.</u></p> <p>Cllr Bennett took the chair for the rest of the meeting.</p> <p>3.2. <u>To Elect LPC Vice Chairman.</u> Cllr Dixon confirmed that she was prepared to stand as Vice-Chairman;</p> <p style="padding-left: 40px;"><u>Proposer:</u> Cllr Bennett; <u>Seconded:</u> Cllr Vincent. <u>Agreed unanimously.</u></p> <p>3.3. <u>Appointment of Clerk and Responsible Finance Officer (RFO).</u> It was confirmed that the Parish Clerk had been appointed at the equivalent meeting in May 2018.</p> |
| 4 | <p><u>Finances and Accounts 1 April 2018/ 31 March 2019</u></p> <p>The Annual Governance and Accountability Return (Part 3 when the income / expenditure exceeds £25K) was prepared to reflect Leigh Parish Accounts for the previous Financial Year, ending on 31 March 2019 and had been signed off by internal audit and the RFO. These accounts were reviewed and are available for examination by parishioners. It was proposed and agreed that Leigh Parish Council:</p> <p>4.1. Approve its End of Year accounts (18/19) attached – signed by Chairman</p> <p>4.2. Approve the (page 4 of 6) Governance Statement - signed by Chairman</p> <p>4.3. Approve the Accounting Statements (page 5 of 6) for External Audit Document for year ended 31 March 2019. Presented signed by RFO and signed by the Chairman in the meeting.</p> <p>4.4. LPC reviewed and approved the LPC Asset Register for year ended 31</p> |

LEIGH PARISH COUNCIL

| ITEM NO | AGENDA ITEM |
|---------|--|
| | <p>March 2019, on condition that it be reviewed in greater detail on completion of purchase of land for Village Green.</p> <p>4.5. The LPC Risk Assessment for year ended 31 March 2019, had not changed since the previous year and was accepted as such, although it was noted that a further detailed review would be required around completion of purchase of the Village Green area.</p> <p>4.6. Appointment of Internal Auditor for 2019/20. S R Henstridge had submitted her letter of appointment for signing off by LPC.</p> |
| 5. | <p><u>Review of Standing Orders.</u> The Parish Standing Orders were currently dated 20 May 2014 (last amendment) and entirely based on the NALC template document dated December 2013, the most current version issued. Nothing had occurred locally to require a change, although review was to be considered throughout the year, especially if further revisions were advised for the template document.</p> |
| 6. | <p><u>Dorset APTC.</u> It was agreed that the Parish would continue its Membership of DAPTC. See Item 11 about payment of Dorset APTC subscription. Nomination of 2 x representatives left open – left open until next meeting.</p> <p style="text-align: center;">Proposer: Cllr Scutt; Seconded: Cllr Bugler; Agreed unanimously</p> |
| 7. | <p><u>Appointment of Committee(s) and Lead Representatives.</u> It was agreed that the following areas of interest and activity would be represented by:</p> <ul style="list-style-type: none"> 7.1. Boyle’s Trust: Trustee - Christopher Fox; 7.2. Flooding Alleviation: Cllr Alan Bennett; 7.3. Footpaths: Rachel Graham; 7.4. Leigh Parish Church (St Andrew’s), link Cllr Dixon; 7.5. Neighbourhood Plan: covered <i>pro-tem</i> by Cllr Scutt; 7.6. Transport / NORDCAT: Cllr Cate Dixon; 7.7. Planning: Cllr Cate Dixon; 7.8. Play Park: Cllr Graham Bugler; 7.9. Village Green: Cllr Sandra Scutt; 7.10. Village Hall: Cllr Sandra Scutt <p>Coverage of all activities was dependent upon volunteers. In the case of the Neighbourhood Plan it was advised that the lead should be independent of the parish council. Options were discussed at length, with no immediate solution. Similarly, the Speed Watch Team still required a leader for the established and trained volunteers. As the vacancy was long-standing and whilst there remained no immediate volunteer for the job, the associated equipment would need to be returned to Dorset Police, thereby winding up the Speed Watch initiative in Leigh.</p> |
| | <p><u>ROUTINE PARISH COUNCIL MEETING</u></p> |

LEIGH PARISH COUNCIL

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| | The meeting continued into routine LPC business. |
| 8. | <u>Declarations of Interest:</u> None |
| 9. | <p>LEIGH PARISH COUNCIL MINUTES</p> <p>Draft minutes of the previous Leigh Parish Council meeting held on 19th March 2019 were both circulated and displayed with no amendments required.</p> <p style="padding-left: 40px;">9.1. Accordingly, it was agreed that the Chairman should sign the minutes.</p> <p style="padding-left: 40px;">9.2. Any Matters Arising were included in the LPC meeting agenda.</p> |
| 10. | <p>FINANCES OVERVIEW: Current Year and Budget</p> <p>The spreadsheet for 2019/20 to date had been circulated and the bank account reconciled as at 1 May 2019, with no outstanding issues.</p> <p style="padding-left: 40px;">10.1. <u>Insurance Renewal:</u> Renewal of the parish insurance is due by 1 June 2019 and whereas some aspects will potentially change over the next few months, it was advised that the Parish Clerk should advise the insurers that the Playpark had recently relocated -see Item 11.</p> <p style="padding-left: 40px;">10.2. <u>Village Green sub account:</u> The £39,975 (£40K of loan paid less a £25 administration fee) that been paid to LPC and it was agreed that the funds would be accounted through the Village Green sub-account. This would leave residue of £9,975 from loan funds, and parish funds already allocated, in the Village Green sub account, towards the other associated costs to be covered – see Item 7.</p> <p style="padding-left: 40px;">10.3. <u>To approve Clerk’s salary for FY 2019-20.</u> It was proposed that LPC would agree the annual salary of the Parish Clerk, 1 April 2019 / 31 March 2020 based on SCP 16 (NALC national salary award for FY 2019-20, dated 7 Dec 2018) representing an annual cost to LPC £2,071.68. Standing order to be set up to cover remainder of financial year.</p> |
| 11. | <p>APPROVAL OF PAYMENTS The attached schedule of payments consisting of:</p> <p style="padding-left: 40px;">11.1. Previously agreed payments from the previous LPC meeting and paid since -£30,000 and reflected in the finance spreadsheet.</p> <p style="padding-left: 40px;">11.2. Cheques for approval and signature to make payments due, total of £1184-41.</p> <p style="padding-left: 40px;">11.3. Other payments expected before the next meeting for payment – see Item 13, such as the first loan repayment that was due on 10 June 2019 and legal fees due on same project.</p> |
| 12 | <p>PLAYPARK UPDATE. Cllr Bugler updated LPC on recent detail further to his report to the Village AGM. In particular, the 2019 safety inspection, by RoSPA, was in hand and which would cover the move between sites of the same equipment. At the date of the meeting Cllr Bugler had a quote for regular grass cutting, linked with the Village Hall grass cutting. It was considered that the price might be improved, and Cllr Bugler was asked to re-address the price. £500 was still retained from Gregory’s and a number of issues, such as successful grass sowing, was yet to be addressed as everything settled down.</p> |

LEIGH PARISH COUNCIL

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| 13. | <p>VILLAGE GREEN UPDATE</p> <p>Whilst it was hoped that sale would be completed by the date of the meeting, the following assumptions remain pending purchase of field, it was resolved to:</p> <p>13.1. Pre-approve of Professional Fees/Invoices. It had already been agreed in principle that LPC would bear both side's professional costs around the purchase, which were expected from Battens; Symonds & Sampson; plus Porter Dodson. They were expected to be up to £5,000; and it was agreed that fees up to this value be paid as they occurred, if before the July 2019 LPC meeting.</p> <p style="padding-left: 40px;">Proposed: Cllr Bennett; Seconded: Cllr Vincent - Agreed</p> <p>See Item 11.</p> <p>13.2. Change of Use Planning Permission. The ground closest to the road / northern half, would be developed as a village green, which required planning permission for change of use. Outline permission was already in place. Cllr Dixon was asked to seek the next step of planning permission, to change use. It was thought that there should be no charge to the Parish Council, although any application must be on behalf of LPC and invoiced accordingly.</p> <p>13.3. Draft Terms of Reference. Volunteers were being sought for a Committee to look after the interests of a Village Green, once the field was purchased. Cllr Dixon agreed to draft basic TORs for a Village Green committee, for consideration and approval at the July PC meeting.</p> <p>13.4. Use of the field, assuming dates to be post-purchase, was agreed for the 20 July 2019 Food Fair and 1 September 2019 car boot sale.</p> |
| 14 | <p>PLANNING</p> <p>To consider Planning Matters – following changes since previous meeting and slightly updated to date:</p> <ul style="list-style-type: none"> • WD/D/18/002918 – Carpenters Arms DT9 6HJ. Division of dwelling into two maisonettes. Decision notice 4 May 19 – approved. • WD/18/003003 – Greylands DT9 6HL. Replacement windows. Decision notice 29 April 2019 – approved. • WD/D/19/000775 – Brookside Cottage DT96HJ. Partial retrospective permission for fence panels and piers – response extended and submitted in letter form 13 May 2019 as objection with reasons outlined. • WD/D/19/001092 Black Barn Farm, Back Dove, DT9 6JD consultation on website from 16 May 2019 – consultation end date 17 June 2019. • WD/D/19/001059 – Ashbrooke, DT96HL. Change of use and double garage. Local consultation end 17 June 2019 <p>Minerals consultation process in east of county is on-going as general information.</p> |
| 15. | <p>CORRESPONDENCE RECEIVED.</p> <p>Newsletters and Updates were forwarded as required and were collected/stored for</p> |

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| | future reference. No major issues to report. |
| 16. | ITEMS OF AN URGENT NATURE – SUBJECT TO CHAIRMAN’S APPROVAL Nil in meeting |
| 17. | DATES OF NEXT MEETINGS: The next LPC meeting will be at 7-30pm on Tuesday 16 th July 2019. Subsequent meetings (for which the Hall is booked) are:17 September and 19 November 2019. January 2020 + yet to be booked. |
| | The meeting was formally closed at 20:33 |