

# LEIGH PARISH COUNCIL

## Minutes of a Parish Council Meeting to be Held at Leigh Village Hall at 7-30pm on Tuesday 16th July 2019

Present: Cllr C Dixon (Chair); Cllrs Bugler and Read

In Attendance: C/Cllr Penfold and Parish Clerk

- | <b>ITEM NO</b> | <b>AGENDA ITEM</b>   |
|----------------|--|
|                | <p><u>Opening Remarks.</u> The Chairman had tendered his apologies and the Vice Chairman took the chair for the meeting. It was noted that the quorum was just met for the meeting, ie:1/3<sup>rd</sup> or 3 councillors, whichever was the greater. A short informal discussion followed with those in the hall before formal start of the meeting at 19.35.</p>  |
| 1.             | Apologies for absence were received from: Cllrs Bennett, Scutt and Vincent   |
| 2.             | Declarations of Interest – if applicable – Cllr Read Item 11 – previously noted.   |
| 3.             | <b>VILLAGE AGM MINUTES</b><br><br>The draft Minutes of the Village Annual General Meeting had been uploaded to the Village Website. As for all draft General Meeting Draft Minutes formal approval will be at the 2020 AGM, although it was requested that any corrections be notified to the Parish Clerk.  |
| 4.             | <b>LEIGH PARISH COUNCIL MINUTES</b><br><br>Minutes of Leigh Parish Council Meeting, on 21 May 2019, were circulated and displayed shortly after the meeting. With no requests for changes and were accordingly agreed.<br><br>4.1. The minutes were signed by the Chairman.<br>4.2. Matters Arising were taken under the following agenda items.   |
| 5.             | <b>FINANCES – OVERVIEW</b><br><br>The finance sheets for FY 2019/20 (reconciled with the bank as at the end of June) were circulated pre-meeting and available at the time. The account balance was £22,397.84, of which £17950.49 was allocated to three ring-fenced sub-accounts, so that £4447.35 was unallocated, pending Item 6.  |
| 6.             | <b>PAYMENTS SCHEDULE.</b> The attached payments schedule was reviewed in meeting:<br><br>6.1. Payments made since the previous meeting, in which they were authorized for payment, were valued £6428-02.<br><br>6.1.1. As a matter directly arising: (Item 11 - 21 May 2019) – Legal costs of up to £5,000 were authorized, although the 2 x payments to Battens total £5583.28 and the meeting agreed retrospectively, especially as it was circulated as it occurred.<br><br>6.2. Invoices held for payment (and cheques raised were to the value of £1211.80, with an addition of £149.98 receipts in meeting (item 9), thus a total of £1361.78, to be paid immediately.<br><br>6.3. Projected payments, for pre-authority, before next meeting were listed in |

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particular that:

6.3.1. Playpark Committee occasional payments were acceptable within the ring-fence and would include grass cutting during the summer months at £30 a time 2-weekly to be settled monthly.

6.3.2. A standing order proforma (monthly salary payment until the end of the financial year, when rates would change - reflected on the schedule. Raised for signature in response to Item 10.3 of previous meeting.

Schedule proposed: Cllr Bugler; seconded Cllr Read.

7. **AUDIT.** F/Y 18/19 accounts were receipted with the external auditors and in effect in the overall queue for checking by the SBA Team of PKF Littlejohn.

7.1. The previous year's accounts remained available and notified as such for inspection if requested through the RFO / Parish Clerk.

7.2. The Internal Auditor's letter of appointment required update as a matter of routine and required signature by the LPC Chairman.

8. **VILLAGE GREEN PROJECT.**

8.1. Project Update. The Chairman reported on progress to date; particularly that the leasehold for the field was signed with effect 2 July 2019 and in process of registration with the Land Registry. Planning change of use was still to be applied for, although contact was established with other involved departments such as Highways. On site meetings were progressing so that fencing and access points could be established to suit agricultural and village green uses.

8.2. Sub-Committee. A sub-committee was still being established and their terms of reference were also still in draft as matter clarified.

8.3. Update of village Risk Register and Asset Register. The field and its impact would be added to registers as required, whilst accepting that review remained a matter for LPC over the next few meetings.

9. **PLAYPARK**

Cllr Bugler updated on the progress to date on the Playpark Project.

9.1. Safety Report (Payment incl: Item 6.) The Play Park was inspected immediately before the previous meeting and the RoSPA safety report had been issued since. It reported minor wear and tear issues for resolution, or long-term replacement. There had been a self-help session to paint, finish and repair minor issues post the inspection and payment of £149-98 was requested for the materials used.

9.2. There were no additions to the inventory as at the date of the meeting, although purchase of 2 x new tables was on-going. Cllr Bugler thanked Cllr Scutt on behalf of the Playpark Committee for her kind donation to the Play Park funds.

10. **NEIGHBOURHOOD PLAN.**

Cllr Scutt had sent her apologies for the meeting, so was unable to update in meeting. Volunteers were still being sought for what was potentially a major

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undertaking.

## 11. PLANNING

Planning Matters listed on public planning site, were:

WD/D/19/001434 – Retrospective farm building extension at The Poplars, Three Gates, DT9 6JQ – Consultation ongoing.

WD/D/19/000995 – Change of use, Fam Building Totnell DT9 6HT – approved

WD/D/19/001092 – Black Barn, Back Drove, DT9 6JD Approved 19 Jun '19.

WD/D/19/00159 – Ashbrooke, Chetnole Rd, DT9 6HL, Change of use of land to garden and garage off existing Drive. Consulting.

WD/D/19/000775 – Brookside, Chetnole Rd, DT9 6HJ. Retrospective planning permission granted dated 16 July 2019. (3-months to effect conditions)

## 12. CORRESPONDENCE RECEIVED.

12.1. Requested Signage on Bound Lane – Letter dated 6 July 2019. It was reported that vehicles were attempting to use Bound Land as a route through to Chetnole indicated by satnav. Bound Lane is very narrow, overgrown and further in the surface is not fit for vehicles, so that they reverse out when unable to progress or have to be helped if they get stuck. Letter had been acknowledged and Parish Clerk to write to Highways to request signage.

12.2. Road Closures. Further to pre-meeting discussion, local road overdressing and maintenance had resulted in a telephoned complaint about road closures, which had been applied. Works at Stake Ford, that appeared unnotified in Leigh, were in between parishes, although largely affecting Leigh, because the roads were too narrow to operate single lane access.

12.3. DAPTC had passed details of on-line consultation about polling stations in Dorset, being run by the Elections Team and accessible until 27 Aug '19. Parish Clerk to notify the link <https://www.dorsetcouncil.gov.uk/councillors-committees-elections/elections-and-voting/polling-arrangements-review.aspx> on the parish website. The Council is consulting the public to seek their comments on the suitability of the polling station where they voted in person on 2 May and forms part of a regular review.

## 13. DATES OF NEXT MEETINGS: LPC meetings run based on the third Tuesday bi-monthly per odd numbered / alternate month. The next meeting dates are booked: 17 September 2019 and 19 November 2019

13.1. The Village Hall was to be booked for further LPC meeting dates in 2020 namely: 21 January; 17 March; 19 May (incl. AGM); 21 July; 15 September; 17 November 2020. Tuesdays at 19:30. On the same basis as above. Parish Clerk to action.

The meeting was closed at 20:38 / 8-38pm