

LEIGH PARISH COUNCIL

Minutes of a Meeting of Leigh Parish Council Meeting Held at Leigh Village Hall on Tuesday 19th November 2019

Present: Cllr A Bennett (Chairman); Cllrs G Bugler, C Dixon, S Scutt and A Ward (after Item2) **In attendance:** 6 Members of the public / parishioners including CCllr M Penfold

ITEM NO	DISCUSSION & DECISIONS
	<p>Opening Remarks. The Chairman welcomed those present and described the process of the Council Meeting (no automatic right of interjection from the floor). Nevertheless, he noted that some were attending with regard to a pre-planning consultation (Item 9.4) and undertook to take any comments at that point. He asked whether there were any other subjects of concern, to be discussed before opening the formal meeting – there were none</p>
1.	<p>Apologies for Absence: Cllrs Read and Vincent</p>
2.	<p>Cooption of Councillor. Annabel Ward was introduced as a volunteer to fill the vacant 7th councillor's position, as a co-opted Councillor.</p> <p style="padding-left: 40px;">Proposer: Cllr Dixon Seconded: Cllr Scutt – agreed unanimously</p> <p>Cllr Ward signed the acceptance of office form and took her place on the council.</p>
3.	<p>There were no Declarations of Interest based on the agenda issued.</p>
4.	<p>LEIGH PARISH COUNCIL MINUTES</p> <p>Minutes of the previous Leigh Parish Council Meeting on 17 September 2019 had been circulated and displayed with no requests for additions or corrections.</p> <p style="padding-left: 40px;">4.1. Chairman signed the Minutes for the record.</p> <p style="padding-left: 40px;">4.2. Matters Arising were covered in the subsequent agenda items.</p>
5.	<p>FINANCES – OVERVIEW</p> <p>The Chairman outlined the balances and overall state of the parish finances based on the spreadsheets circulated before the meeting. Before agreed in-meeting transactions, a reconciled balance of £24602-15 (at 1 Nov 19) was held consisting of £16779-40 in sub-accounts, with £7822-75 remaining for in-year spending. The 2nd installment of the parish precept had been received, as had a VAT refund (see Item 5.2) since the previous meeting.</p> <p style="padding-left: 40px;">5.1. <u>NALC Model Financial Regulations</u> were re-issued in August 2019, for use by parish councils. LPC Financial regulations, last issued dated January 2018, have now been updated to reflect this. Councillors agreed to adopt this latest version.</p> <p style="padding-left: 80px;">5.1.1. It was noted that at para 2.2 regular quarterly reconciliation was required with the LPC bank statement. As meetings were scheduled 2-monthly this might be met by Councillor sign off of the bank statement against the supplied reconciliation at each meeting.</p> <p style="padding-left: 80px;">5.1.2. The Model Financial Regulations also cross referred to later NALC Standing Orders, suggesting that Leigh's Standing Orders required update.</p>

LEIGH PARISH COUNCIL

ITEM NO	DISCUSSION & DECISIONS
	<p>5.2. <u>VAT Refund</u>. The finance spreadsheet reflects the VAT refund of £650-65 for 2 x applications covering: 1 April 2017- 31 December 2018, to be split accordingly between LPC main account and its applicable sub-accounts. This now cleared the debt on the Neighbourhood Plan sub account.</p> <p>5.3. <u>Grants Allocation</u>. £800 for grants had been incorporated in the 2019/20 LPC budget. It was unanimously agreed that this should now be distributed as follows:</p> <p style="padding-left: 40px;">5.3.1. NORDCAT - £300</p> <p style="padding-left: 40px;">5.3.2. St Andrews Church - £500</p> <p>5.4. <u>Transfer of Funds</u>. A further £250 had been identified in the budget for transfer to the Village Green Sub-account. It was agreed that this sum should now be transferred accordingly.</p>
6.	<p>PAYMENTS SCHEDULE. As attached schedule, reviewed in meeting:</p> <p>6.1. Nil retrospective since the preceding meeting. (Limited as per Standing Orders to £400).</p> <p>6.2. Invoices held for payment (and cheques raised). To a value of £508.94 (as at 12 Nov 19). These were unanimously approved.</p> <p>6.3. Projected payments, for pre-authority before next meeting.</p> <p style="padding-left: 40px;">6.3.1. See Items 5.3.1 & 2 - £800.</p> <p style="padding-left: 40px;">6.3.2. The direct debit for the Village Green 6-monthly loan installment of £1231.47, due payment on 10 December 2019.</p>
7.	<p>PARISH CLERK OVERTIME</p> <p>As requested by the Council at the last meeting, the Clerk had circulated a breakdown of her time spent on LPC business over the past 7 months. Contracted hours are 4 hours per week. The Council accordingly agreed payment of retrospective overtime of 40 hours, incurred between 1 Apr – 31 Oct 19. Much of this unbudgeted expense was incurred due to the increased accounting requirement (stemming from the much-expanded annual turnover).</p> <p>As per the agreed contract, any further anticipated overtime requirement to be discussed and agreed with the Chairman before such additional work is undertaken.</p>
8.	<p>DRAFT 2020/21 BUDGET AND PRECEPT</p> <p>An extra column had been added to the 'Variances' spreadsheet circulated with the agenda, outlining expected income and expenditure for the next financial year. This was in preparation for the Precept application, due finalisation at the January LPC meeting.</p> <p>These draft figures were based on the current year's spending, and an assumed 2% increase of the precept (based on FY19/20 tax base). Councillors were asked to review the figures for their applicability to the next FY.</p> <p>The annual December letter from Dorset Council, detailing the parish's tax base for FY 20/21, will inform any requirement for adjustment of Band A – H payments from</p>

LEIGH PARISH COUNCIL

ITEM NO	DISCUSSION & DECISIONS
	individual households in order to generate the total precept demanded by LPC.
9.	<p>VILLAGE GREEN PROJECT.</p> <p>The Working Group was progressing the overall way ahead. Several initiatives were under consideration, such as potential free supply of bare-rooted trees for future planting - this could assist in drying some identified wet areas of the field. It was noted that tree species would require careful selection to avoid risk to livestock. The scope of the fencing had been clarified and the working group had received quotations to carry out the work.</p> <p>9.1. <u>Fencing work quotation.</u> Interest had been expressed from a good number of potential fencing contractors. Three local organisations had been asked to provide detailed quotations; these had correspondingly been circulated to the councillors. Based on these, it was agreed that SCR should be the preferred bidder.</p> <p style="padding-left: 40px;">9.1.1. It was thought that work could start in early 2020, subject to weather and ground state, although work might need to be delayed until final planning permission had been granted.</p> <p style="padding-left: 40px;">Post meeting note: planning decision expected by 3 February.</p> <p style="padding-left: 40px;">9.1.2. Cllr Scutt was given approval to finalise the pending SCR contract, in particular for any upgrade that would prolong the life of the fencing. She was delegated authority to accept an associated increase in the currently quoted cost, up to a total cost of £4,000.</p> <p>9.2. <u>Insurance.</u> Paragraph 8 of the executed lease (dated 2 July 2019) defined that Leigh Parish Council was responsible for insurance associated with the ground. The terms were referred to the insurers when adding the land's lease to the asset register. LPC had been notified that this would require a c.£200 increase in annual premium. The Parish Clerk was asked to re-address the matter, with an outcome still awaited.</p>
10.	<p>PLAYPARK</p> <p>Cllr Bugler updated on the Playpark Project activities towards Phase 2. Self-help repainting had been passed to the Committee, although weather might reduce options for progress.</p> <p>10.1. <u>Equipment purchases.</u> Once everything had settled it was intended to order more equipment including the Phase 2 replacement slide.</p> <p>10.2. <u>VAT Refund.</u> The Play Park sub-account had received an uplift of £200.85 for VAT refunds claimed. The refund for the main spend with Gregory's was yet to be claimed.</p>
11.	<p>PLANNING</p> <p>To consider Planning Matters. The following consultations are listed on the DCC public planning site.</p> <p>11.1. WD/D/19/002478 – The Barn, Park House Farm, DT9 6HH. Request dated 30 Oct '19 to change use from holiday let to independent dwelling. Response due by 23 Nov 19. (On parish boundary.) – No LPC objection.</p>

LEIGH PARISH COUNCIL

ITEM NO	DISCUSSION & DECISIONS
	<p>11.2. WD/D/19/002257 – Field West of Village Hall. Partial change of use and fencing. Dated 11 Nov 19; response by 6 Dec 19. (LPC Application)</p> <p>11.3. WD/D/19/002517 – Whitehall Cottage, South Street, DT9 6JG. Single storey side extension. Dated 12 Nov 19; response by 7 Dec 19. No LPC objection.</p> <p>11.4. <u>Pre-planning – Chetnole Road.</u> Further to discussion at Item 9.4 in the previous meeting, the Chairman had written to the developer to provide feedback from in-meeting discussions about the proposals for further housing on Chetnole Road. A response and draft plans had now been received from the developer and circulated to Councillors, and parishioners in the area of the proposed development.</p> <p>Several residents attended the meeting and were given the opportunity to make their views known. Some felt the narrow road, visibility and access points made a traffic survey advisable to define the extent of issues. The need for the proposed development was queried, when housing ‘for sale’ in the village was not generally moving. Matters around consultation, mains sewage and light pollution were also raised.</p> <p>LPC Chairman undertook to reply to the developer with the main points raised. He encouraged residents to directly engage with the developer, in advance of any formal planning application. Residents were reminded of the Dorset Planning Portal, should they wish to have an input once any such formal planning application was made.</p>
12	<p>COMMON LAND – TOTNELL COPSE.</p> <p>Following queries about recent tree work, correspondence had been exchanged since the previous meeting concerning Totnell Copse, listed on the village asset register. The original 2006 lease expired some 15 months previously. It had since been agreed that an updated lease would be re-activated for five years (backdated to commence on 1 April 2019). The copse was to be left as woodland; any work other than the lopping of overhanging branches was to be agreed with LPC in advance. Receipt of the agreed payment was yet to be confirmed.</p>
13	<p>ANNUAL LITTER PICK. This was planned for January 2020 under the management of Paul Orchard. Leigh PC expressed its appreciation to him for again agreeing to lead on this important task.</p>
14.	<p>FOOTPATHS. Rachael Graham, LPC’s Footpath Champion, was unable to attend the meeting. The Chairman reported that the continuation plan for gate upgrades (<i>vice</i> stiles) remains in progress.</p>
15	<p>CORRESPONDENCE RECEIVED.</p> <p>Correspondence, including newsletters, had been circulated to Councillors.</p> <p>15.1. <u>Precepts/ Budgets Course</u> An extra course was scheduled for AM 28 November 2019 in Dorchester. A place was available for the parish.</p> <p>15.2. <u>Flood Warden Seminar.</u> Scheduled for 12 January 2020 at Durweston. It was considered that there was no need to attend.</p>

LEIGH PARISH COUNCIL

ITEM NO	DISCUSSION & DECISIONS
	<p>15.3. <u>Impact of election and “purdah” rules</u>. Circulated re: communications over the election period and impact otherwise on council employees being reallocated to election duties.</p> <p>15.4. <u>13 Nov 19 – DAPTC AGM</u>. Feedback had been circulated to Councillors.</p> <p>15.5. <u>Declaration of Climate Emergency</u>. Cllr Dixon drew attention to the Climate Emergency declared by Dorset Council and offered to draft a parish declaration for Leigh for circulation ready for the next meeting. For addition to the next Agenda.</p>
16	<p>DATES OF NEXT MEETINGS: LPC meetings run based on the third Tuesday bi-monthly per odd numbered / alternate month. The next meeting was scheduled for 7-30pm on Tuesday 21 January 2020.</p> <p>The following meeting dates are booked for later LPC meetings in 2020: 17 March; 19 May (incl: AGM at 19:00); 21 July; 15 September; 17 November 2020. All Tuesdays at 19:30.</p>