

LEIGH PARISH COUNCIL

Minutes of a Parish Council Meeting (including Parish Council Annual General Meeting) held on-line at 7-30pm on Tuesday 12th May 2020.

Members of the public were notified that they may observe the meeting on line and the Agenda included instructions for those wishing to “attend virtually” to contact the Parish Clerk on leigh@dorset-aptc.gov.uk, before the meeting to permit despatch of the link to the meeting on line. The link was sent for some, but no parishioners availed themselves of this opportunity.

Present (On-line): Cllr A Bennett, Cllr G Bugler, Cllr C Dixon, Cllr M Read, Cllr S Scutt, Cllr A Ward and Parish Clerk

Apologies: Cllr D Vincent (+ C Cllr M Penfold)

ITEM NO	Discussion & Decisions
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1	<u>Elections and Declarations.</u>
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	1.1. <u>Election of Chairman and Vice-Chairman.</u>
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	1.1.1. <u>Election of Chairman.</u> The meeting was asked for nominations as Chairman. Cllr Bennett was prepared to continue for a further year.
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	Proposed: Cllr Bugler Seconded Cllr Dixon
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	1.1.2. <u>Election of Vice-Chairman.</u> The meeting was asked for nominations as Vice-Chairman. Cllr Dixon was prepared to continue for a further year.
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	Proposed: Cllr Bennett; Seconded Cllr Scutt.
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	1.2. <u>Confirmation of Parish Council Members.</u> There were no LPC vacancies to fill and the following were confirmed for the following year: Cllr A Bennett, Cllr G Bugler, Cllr C Dixon, Cllr M Read, Cllr S Scutt and Cllr A Ward.
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2.	<u>Finances and Accounts 1 April 2019/ 31 March 2020</u>
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Leigh Parish had to complete a Part 3 Annual Governance and Accountability Return (AGAR) as the income / expenditure exceeded £25K income and expenditure for the previous Financial Year. The accounts were undergoing internal audit, in advance of the meeting, yet to be returned. It was agreed that the Parish AGM would be re-adjourned to action serials 1 to 3 below once the internal audit was complete to:

1. Approve its End of Year accounts for 2019/20 before the revised deadline of 30 July 2020.
- 2.. Approve the (page 4 of 6) Governance Statement
3. Approve the Accounting Statements (page 5 of 6) for External Audit Document for year ended 31 March 2020

These accounts would then be available for examination by parishioners, applying distancing requirements in place at the time.

The following reviews were approved:

- **LPC Asset Register** for year ended 31 March 2020, which now includes

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addition of the lease of the 4-acre field, now reflected in the insurance policy. The Chairman noted that the split of the field should be reflected on the Register. Parish Clerk to action.

- **LPC Risk Assessment** for year ended 31 March 2020 was reviewed and it was agreed that addition might be made for the Village Green and the circumstance introduced by pandemic. Cllr Bugler undertook to review this input.

It was agreed that Ms S J Henstridge should be appointed again as Internal Auditor for 2020/21.

4. Review of Standing Orders. Leigh Parish Standing Orders currently dated 20 May 2014 were based on the December 2013 NALC template document (since updated). Detailed review was held over.
5. Dorset APTC. It was agreed that Leigh Parish should retain its membership of DAPTC although any representation at DAPTC meetings would be decided at the time if there was a need. The Membership subscription still to be invoiced - see Item 5 of the routine PC meeting.
6. Appointment of Committee(s) and Lead Representatives. There had been no Parish Meeting prior to the Parish Council AGM, so that there were minimal revisions of representatives for the following areas of interest and activity to be represented:
 - Boyle's Trust: Current Trustee - Christopher Fox
 - Finger Posts: Graham Fudge (recently appointed)
 - Flooding: Cllr Alan Bennett
 - Footpaths: Rachel Graham
 - Leigh Parish Church (St Andrew's) – Cllr Dixon
 - Neighbourhood Plan: Vacant
 - Transport / NORDCAT: Cllr Cate Dixon
 - Planning: Cllr Cate Dixon
 - Play Park: Committee / Cllr Bugler
 - Village Green: Cllr Ward – vice Cllr Scutt
 - Village Hall: Cllr Scutt
 - Climate Change was added, for which Cllr Dixon volunteered
 - Proposed Cllr Read; Seconded Cllr Scutt

Cllrs Ward and Dixon agreed to discuss possible further division of duties outside of the meeting and to report back

The Chairman adjourned the LPC AGM pending receipt of the internal audited accounts for 2019/20

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PARISH COUNCIL MEETING

The Chairman opened the routine business meeting of the Parish Council. It was requested that Climate Change and Village Hall update items should be added at Items 12 and 13.

1. Apologies for Absence: Cllr Vincent
2. **DECLARATIONS OF INTEREST:** Nil.

Councillors were reminded to update their Declarations of Interest unless completed very recently. Parish Clerk to email the appropriate form to councillors.

3. **LEIGH PARISH COUNCIL MINUTES**

The Minutes of Leigh's Parish Council Meeting on 17 March 2020 had been circulated and displayed with no revisions suggested and were approved as final.

3.1. Chairman to sign remotely

3.2. There were no Matters Arising that are not already on this meeting's agenda.

4. **FINANCES OVERVIEW: Current Year**

The Finance Spreadsheet for 2020/21 - current year – was circulated before the meeting. Activity was minimal although the precept was recently received. Of the £25,776 cash book balance there was £8508 ring-fenced for the Play Park, £8585 retained for enabling works for the Village Green, with £8682 unallocated.

4.1. Insurance Renewal: The Parish insurance policy was due review for its renewal due by 1 June 2020. Addition of the Village Green to the policy meant an increase of around £120 to a total of £542.47 (see Item 5 Schedule). The policy was on a fixed period, to draw discount and there were no further adjustments required.

5 **APPROVAL OF PAYMENTS**

5.1. A schedule of payments is attached with these minutes and was agreed in meeting ie:

5.1.1. Payments made since the previous meeting totaled: £350 (£150 in-year)

5.1.2. Listed invoices were held for a total of: £1368.42

5.1.3. A further approx £6.5K anticipated before the next LPC meeting for which funding was in place, including Village Green Fencing.

Schedule proposed by: Cllr Scutt; Seconded: Cllr Bugler

5.2. Cheques would be circulated for signature by the Parish Clerk with the supporting documents. This would be once the cheque book was back from audit, to permit payments to continue to be made within distancing measures.

5.3. Parish Clerk Pay was still to be billed as at the end of FY 19/20. Pay documents were currently involved with the Internal Audit and a new bank standing order was to be brought up to date. It was agreed that the hours schedule should

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be checked by Cllr Ward.

- 6 **PLAYPARK UPDATE.** Cllr Bugler reported that the Play Park was still closed with effect 24 March 2020 in accordance with Government Instructions and as yet there were no instructions for potential re-opening. In the interim it was hoped that painting might continue now that it was warmer and drier. Much was stopped during the emergency and quotes for a slide were still to be collected. An invoice remained outstanding from Gregory's for the additional drainage works, to be followed up by Parish Clerk. The RoSPA inspection was scheduled for during May.

7. **VILLAGE GREEN UPDATE**

The Chairman referred to his emailed update circulated before the meeting, as he was progressing the project pending handover from Cllr Scutt to Cllr Ward.

7.1. **Fencing and Pedestrian Gates.** The detailed scope was agreed with the contractor, particularly the fence between the Village Green and remainder of the field area. Insulators on the fences would no longer be required. The fence would include a galvanized metal gate for vehicle access and a pedestrian gate alongside.

7.1.1. 2 x pedestrian gates were due delivery from Dorset Council towards the end of May. A third gate was being ordered for fit adjacent to Chetnole Road as part of the routine 2 for 1 ordering of footpath gates.

7.1.2. The fence separating the footpath running just inside the hedge along the northern edge of the Green was no longer required and would be removed

7.1.3. The contractor would provide a revised quotation for work in a few days and subject to agreement, expected to start work by the end of May 2020. An upper limit of £4,000 was still considered sufficient for the works.

7.2. **Dog bag dispensers.** These were delivered ready for fit on the posts to be fitted by the contractor. Invoice included for settlement in Item 5

7.3. **Litter Bins.** Two extra litter bins were ordered and pending fit by Dorset Council although likely to be extended whilst local services were under pressure. One bin would be returned to a previous site opposite the Post Office. It was intended that litter bin costs would be split with the Village Hall.

7.4. **Signage.** Was ordered but pending production when the producer re-opened.

7.5. **Grass Cutting.** A routine and initial costs were established and dovetailed with the Play Park grass cutting.

7.6. **Opening Party.** Dates for an Opening Party were considered, including VJ Day, although pending development of the current emergency.

8 **SURFACE WATER FLOODING**

Surface water run-off from what is now the Village Green had been an ongoing issue for adjacent properties. This was now being resolved locally by one of the property owners affected, with the aim of redirecting the run-off to an extant storm drain.

The 'leaky dams' were reported as still working well after some months of heavy

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rainfall. There was also some extra work carried out under the Country Stewardship programme.

9 PLANNING

To consider Planning Matters. It was notified that publication of planning matters was relocated from Blackmore Vale Magazine to Western Gazette, whilst BVM was not published. Following planning changes were recorded since previous meeting:

9.1. WD/D/20/000941 & 000942: Lower Totnell Farm DT9 6HT, changes to old dairy building to increase accommodation. The consultation was circulated on 5 May '20, with LPC input required by 30 May '20. It was agreed that there were no objections and for that response to be recorded.

Proposed Cllr Ward; Seconded: Cllr Scutt. Action by Parish Clerk.

9.2. WD/D/20/000934: Totnell House South – DT9 6HT. Planning permission erection of ancillary music room and accommodation. Circulated for comment, with consultation ending by 23 May 2020. It was agreed that there were no objections and for that response to be recorded.

Proposed: Cllr Scutt; Seconded: Cllr Dixon. Action by Parish Clerk

9.3. WD/D/20/000865 & 000866: Whitehall Farm DT9 6JG. Planning permission for single storey, rear extension, internal alterations plus works to facilitate. Request for consultation was circulated on 5 May '20, with consultation ending 30 May '20. It was agreed that there were no objections and for that response to be recorded.

Proposed: Cllr Ward; Seconded: Cllr Dixon. Action by Parish Clerk

9.4. WD/D/20/000603: Holmbushes (adjoining parish) Extension – response lodged. In adjoining parish.

9.5. WD/D/20/000311: Land east of Holly Tree House, Chetnole Road. Outline planning for 3 houses. Outline planning application refused 6 May 2020.

9.6. WD/D/19002700 Guyers Cottage DT6 6HL. Alterations to windows. Retrospective application approved 15 April 2020.

10 COVID -19

The weekly visits by traders were a major help and being supported. A robust back-up and support system, Leigh Lifeline, continues to be coordinated by Julia Jepson. LPC expressed its ongoing appreciation of this laudable effort by the community at large.

11. CORRESPONDENCE RECEIVED.

WVM Editor and Village Representative. The Village representative for the Wriggle Valley Magazine (WVM) had notified that the Editor's position was becoming vacant and that she also intended to stand down soon. It was suggested that the need be notified around the village.

Dorset Community Action - Online webinar notifications would be forwarded as received by the Parish Clerk.

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12 CLIMATE CHANGE.

Cllr Dixon noted that the parish Climate Change Emergency initiative was still ongoing, although significantly slowed by the COVID 19 Emergency. On a positive note the pandemic had probably made people more receptive to the initiative. It was agreed that the Chairman would raise the matter of future fitting of vehicle charging point(s) outside the Village Hall

It was requested that children be asked to collect and plant local acorns for planting around the Village Green. It was suggested that Pogles Wood might have input too.

13 VILLAGE HALL UPDATE. Cllr Scutt reported that the closedown of public facilities such as the Hall meant vastly reduced income and that funds would be tight. See Item 12. Nonetheless the closedown provided an opportunity to resurface the main hall floor whilst there was no foot fall to spoil the work.

13 DATE(S) OF NEXT MEETINGS:

Next Scheduled LPC meeting at 7-30pm on Tuesday 21 July 2020, subsequent meetings (Hall booked) are: 15 September and 17 November 2020. Arrangements to be agreed.