

# LEIGH PARISH COUNCIL

## Minutes of Meeting(s) of Leigh Parish Council (including Parish Council Annual General Meeting) on Tuesday 18<sup>th</sup> May 2021.

Present: Cllrs A Bennett (Chairman) C Dixon, M Read, S Scutt, and A Ward, plus Cllr J Dixon after Item 1  
In attendance: DCCllr M Penfold, 5 Members of the public. Parish Clerk

- ITEM **AGENDA ITEM**
- Opening Remarks. The Chairman opened the meeting at 20:10, shortly after completion of the Annual Parish Meeting and explained the outline of the meeting(s) to follow.
- 1 Elections and Declarations.
- 1.1. Confirmation of Parish Council Members. Following 2 recent resignations ie: Cllrs Bugler and Vincent; M Read, S Scutt and A Ward remained and were willing to continue. Accordingly, there were 2 vacancies notified, to permit an election to be called if required.
- 1.1.1. Further to Item 4 of the previous council meeting: Jonathan Dixon had been co-opted as a parish councillor for Leigh, with effect the AGM and accordingly took his place after signing an Acceptance of Office form; Declaration of Interests Form to follow within 14 days.
- 1.2. Election of Chairman and Vice-Chairman. Cllr Bennett was content to continue as Chairman and Cllr C Dixon was willing to continue as Vice Chairman. There were no alternate volunteers offered and it was agreed that both would continue for 2021/22.
- 1.3. The Chairman recorded the thanks of Leigh Parish Council and parish residents for the service of:
- Cllr David Vincent – for 15 years, during which he was the “hands-on” person in areas such as essential hedge cutting and he wished to continue as “green lane” representative for Leigh parish.
- Cllr Graham Bugler – for 22 years, including time as Chairman of the Parish Council, and additional prior time with the Play Park Committee.
- [Meeting note: An associated notice of thanks to both is in the May edition of the Wriggle Valley Magazine.]
2. Finances and Accounts 1 April 2020/ 31 March 2021
- Leigh Parish’s Annual Governance and Accountability Return – AGAR (Part 3: as income / expenditure exceeds £25K) was prepared to reflect Leigh Parish Accounts for the previous Financial Year with internal audit, completed/collected 13th May 2020. The accounts are available for examination, pending full audit, on the website. It was agreed that Leigh Parish Council would:
- 2.1. Approve its End of Year accounts (2020/21) – as attached.
- 2.1.1. Approve the (page 4 of 6) Governance Statements.
- 2.1.2. Approve the Accounting Statements (page 5 of 6) for External Audit.
- AGAR document for year ended 31 March 2021 as already signed by Parish Clerk/ RFO and were signed off by LPC Chairman post-meeting.
- 2.2. LPC Asset Register. The LPC Asset Register as at year ended 31 March 2021 is the basis for insurance cover, total value of £42836 included on the AGAR. Main additions since late June 2020 were finger signposts and the Play Park replacement slide. It was noted that the listing now needed to be reviewed by a councillor in detail.
- 2.3. LPC Risk Register. The Parish Council approved the **LPC Risk Assessment** for year ending 31 March 2022. It was noted that it was due a detailed review.
- 2.4. Appointment of Internal Auditor for 2021/22. The current internal auditor had notified that she was unavailable to examine the books in 2022. It was agreed that the Clerk would research a

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|      | replacement, via other parishes and notify the parish council of options accordingly.   |
| 3.   | <u>Review of Standing Orders and Regulations.</u> Annual review of Parish Standing Orders and Financial Regulations remained carried over as the NALC templates were not considered appropriate. Other template policies are being uploaded to the website.   |
| 5.   | <u>Dorset APTC.</u> Leigh PC confirmed parish membership of DAPTC. There was no in-meeting appointment of representatives. See Item 5 of following LPC meeting.   |
| 6.   | <u>Appointment of Committee(s) and Lead Representatives.</u> The Chairman noted that there were no parish council sub-committees. Listed below are those with lead responsibility for specific actions and activities: <ul style="list-style-type: none"><li>• Boyle's Trust: Current Leigh Trustee - Christopher Fox</li><li>• Finger Posts: Cllr A Bennett, with appointed champion: Graham Fudge</li><li>• Climate Change Initiatives: Cllr C Dixon</li><li>• Flooding: Cllr A Bennett</li><li>• Highways &amp; Byways incl: Footpaths: Cllr A Ward with appointed champion Rachel Graham</li><li>• Community Speed Watch: Cllr C Dixon with appointed champion Sarah Rudd</li><li>• Transport / NORDCAT: Cllr C Dixon</li><li>• Leigh Parish Church (St Andrew's) – Cllr C Dixon</li><li>• Neighbourhood Plan: vacant</li><li>• Planning: Cllr C Dixon</li><li>• Play Park: Cllr Scutt. Julia Jepson appointed champion.</li><li>• Village Green: Cllr A Ward</li><li>• Village Hall: Cllr S Scutt</li><li>• Defibrillator: appointed champion Graham Bugler</li><li>• Annual litter clear up appointed champion Paul Orchard</li><li>• Candle Auction Chairman of trustees Gordon Morris</li></ul> |

## PARISH COUNCIL MEETING

1. Apologies for Absence: Nil
2. Declarations of Interest: Cllr M Read Item 9.1.
3. **LEIGH PARISH COUNCIL MINUTES**

Minutes of the previous Leigh Parish Council Meeting 16<sup>th</sup> March 2020, held on-line, had been circulated and displayed before the meeting. They were agreed as an accurate record of the meeting and duly signed by the Chairman.

There were no matters arising that were not on the May agenda.
4. **FINANCES OVERVIEW: Current Financial Year 2021/22**

The in-year spreadsheet was circulated prior to the meeting. The audited balance brought forwards from 31 March 2021 was £8690.82, of which £3963-30 represented ring-fenced funds with £4727-52 unallocated.

On 14 May 2021 unallocated funds were significantly higher due to routine payment of 50% of the precept 29 April 2021, plus a large receipt (£9309.60) from the Community Infrastructure Levy (CIL). Most other financial activity post 1 April was due to Finger Post project donations. The 14 May spreadsheet had been circulated pre-meeting: Ring fenced funds £4,629.80, unallocated

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funds £18,398.12.

4.1. Insurance Renewal: The Parish insurance policy was due renewal as at 1 June 2020 at a premium of £542-47, see Item 5.

4.2. Banking. As a matter arising from 20200915 Item 4.3 and 20201117 item 4.2 Leigh Parish Council now formally agreed that:

4.2.1. A bank mandate would be signed to:

4.2.1.1. agree removal of Cllrs Bugler and Vincent as signatories, on standdown as councillors.

4.2.1.2. Addition of replacement signatories: Councillors A Bennett and C Dixon, plus addition of the Parish Clerk as administrator (See 4.2.2)

4.2.2. It was agreed that Leigh Parish Council would operate on-line banking, subject to completion of Item 4.2.1.

5 **APPROVAL OF PAYMENTS** – Invoices received for payment were listed on the schedule circulated in advance of the meeting and detailed at the foot of these minutes, including a pre-meeting direct debit of £273-00 to Dorset Council reflected in the accounts presented. The Council approved their payment from the sub-accounts as detailed totalling £1567-03

## 6 PLAYPARK UPDATE

Cllr Scutt kindly volunteered to take over as lead councillor for the Play Park from Graham Bugler . The Play Park slide was opened with effect 1 May 2021. The annual safety inspection was booked. It was clarified that the inspectors charged extra should anyone wish to attend the inspection. (Note: The inspection report was received 19 May 2021 and forwarded accordingly.)

## 7. VILLAGE GREEN UPDATE

Cllr Ward reported that most donations for trees and benches were transferred or banked. The trees were planted and settling well. Benches were ordered, although there was a lead-in time before delivery and 2 tie-downs were being ordered per bench.

## 8. HIGHWAYS.

8.1. Community Speed Watch. Following the debate at the Annual Parish Meeting and Sarah Rudd's preparedness to act as CSW champion, the council agreed to re-establish the Leigh CSW.

8.2. Speed Limit Extension. It was agreed that the council would fund (on a 50% basis with High Stoy Council) the cost of establishing the automatic traffic counter (as required by Dorset Council) in Three Gates.

8.3. Consultation about road marking and traffic calming. See notes of the preceding Annual Parish Meeting. To help improve road safety for pedestrians and cyclists, the Dorset Highways Team has agreed to refresh the road markings (white side markings and SLOW marking) to alert drivers and reduce speed. Initially discussions had focussed on the narrow section of road between Leigh Cote and Church Cottage and the narrow bend between Back Drove and the New Coach House. Subsequent discussion included the road at the Cross and further down approaching The Old Stores. Views had been sought from village residents through the Wriggle Valley News, informal discussion and open debate during the Village Annual Meeting. No objections to the proposed road markings were raised.

8.3.1. For clarity a sketch of the style and position of the intended road markings was requested; subject to this, the council approved the proposed markings.

8.4. Droves. On behalf of Leigh PC and Hight Stoy PC, Alastair Dennis had registered an objection to the proposed order to classify Bailey Drove as a BOAT. Ongoing.

8.5. Finger Posts. Graham Fudge and his team of restorers continue their valuable work. The Club Corner fingerpost was to be the next to be refurbished; Graham Bugler had used his contacts to procure some pre-used metal letters, thus making a considerable financial saving.

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8.5.1. The council expressed its appreciation to both Graham and the restoration team for their ongoing effort regarding this project.

8.5.2. The post at Stake Ford Cross would be the next to receive attention. The chairman had written to Yetminster PC in January proposing a joint venture but had yet to receive a response. He undertook to write again.

8.6. Gritting. It appears that Dorset Council will not improve on their current policy about gritting the Leigh access roads (as formally requested). The Chairman undertook to not let the matter drop.

8.7. Overgrowing Hedges. (Proximity versus bird nesting limitations). This was covered during the Annual Parish Meeting.

## 9 PLANNING

9.1. To consider Planning Matters.

- WD/D/21/000048 – Drummer’s Farm DT9 6JA. Change of use from agricultural land to campsite for 10x pitches with timber framed facility block, access track and 10 x parking spaces. Received late 16 Mar 2021. Request to extend consultation applied, ends 25 May 2021. ‘Nil objection’ sent 6 April 2021.
- WD/D/000121 – Greenham House Sherborne Road Leigh Dorset DT9 6HW Outline permission - Develop the land by the erection of one dwelling. (Outline application to determine access and layout). No update received from Dorset Council since Leigh PC March decision.

9.2. Community Infrastructure Levy Income. £9310, representing 15% of the overall levy, was received in respect of the new builds off Chetnole Road. Use of CIL funds is clearly defined. Explanation to be circulated.

9.3. Local Plan Response. Further to Item 7 of the 16 March 2021 meeting, the parish council response then agreed was forwarded by the Chairman on 17 March 2021 (within the previously established extension date).

9.4. Dorset National Park Chris Loder MP (West Dorset) had asked all parish councils in his constituency for their input and opinions about the proposed establishment of a national park in Dorset (vice the existing AONB). Views were also circulated from other organizations which were considered when seeking a consensus from the parish councillors. Leigh PC’s response (a narrow majority against) had been forwarded to Chris Loder by the Parish Clerk.

10 **COVID-19**. As previous restrictions had been relaxed, Parish Council Meetings were now required to be held face to face. The Annual Parish meeting was updated on Leigh Lifeline and activities to meet reduced needs at the time.

11. **CLIMATE EMERGENCY**. Cllr C Dixon had provided a wider description to the earlier Annual Parish Meeting, and now updated the meeting on recent activity.

- Tree planting was well underway in areas of the village that included the Village Green.
- A youth group was being formed, to work in conjunction with the existing village group.
- The proposed bicycle stands had been returned to the supplier as they were not fit for purpose. Another supplier would be approached regarding a different design.
- An initial grant of £30 was requested and approved in support of “green” bags being put together by the groups.

12. **CORRESPONDENCE RECEIVED**.

12.1. Printer ink cartridge recycling. Julia Jepson had provided details of a printer ink recycle scheme, which entailed recycling after providing a collection box. Once full the contents would be sent off at a dispatch cost of £20. Julia Jepson undertook to monitor the drop point and arrange dispatch when required, whilst Leigh PC was asked to fund the dispatch cost. This was agreed on

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a trial basis to assess the uptake. It was noted that there were varied schemes, that permitted free recycling.

12.2. Village Presentation Session for New Arrivals. Tony Durkin had suggested that new villagers might benefit from a meeting or presentation session to inform them of village activities and benefits. He had suggested that perhaps it might be effective immediately before the Pop-Up Pub, which was expected to restart shortly. Other timings were also considered.

The PC expressed its wholehearted support for the initiative.

13 **ITEMS OF AN URGENT NATURE – SUBJECT TO CHAIRMAN’S APPROVAL** Nil.

14 **DATE(S) OF NEXT MEETINGS:**

Next Scheduled LPC meeting will be at 7-30pm on Tuesday 20 July 2021, subsequent meetings (Hall booked) are: 21 September; 16 November 2021. Arrangements to be agreed according to conditions at date.

14.1. Authority for on-line meetings ceased wef 7 May 2021, although the matter remained under Government consideration. Meetings were expected be face to face, under original rules whilst pandemic restrictions were sufficiently relaxed.