

# LEIGH PARISH COUNCIL

## Minutes of a Parish Council Meeting (including Parish Council Annual General Meeting) at 7-30pm on Tuesday 17th May 2022 in Leigh Village Hall.

Present: Cllrs A Bennett (chairman), C Dixon, J Dixon, M Read, S Vincent.

In attendance: Clerk: B Harrison - relieved at close of meeting by A Mahot; Dorset Councillor M Penfold; and four members of the public

ITEM NO	ANNUAL GENERAL MEETING - AGENDA ITEM
	<u>Opening Remarks.</u>
1	<p><u>Elections and Declarations</u></p> <p>1.1. Following advertisements drawing attention to the two vacancies for Leigh Councillors, it was unanimously agreed that Charlie Adey should be co-opted as a Leigh Councillor. Cllr Adey then assumed her seat on the council.</p> <p>1.2. Steve Humphries had also applied, but as he was unable to be present at this meeting it was agreed to adjourn considering him for co-option until the next meeting (July).</p> <p>1.3. Alan Bennett was unanimously re-elected as Chairman; and Catherine Dixon unanimously re-elected as Vice-Chairman.</p>
2.	<p><u>Formal Appointment of Replacement Parish Clerk</u></p> <p>Beverly Harrison had previously given notice of resignation. The Council thanked her for her 4 years of service as clerk. Amélie Mahot had since been interviewed by the Chairman and Vice Chairman; her appointment as Clerk was unanimously endorsed by the council.</p>
3.	<p><u>Finances and Accounts 1 April 2021/ 31 March 2022</u></p> <p>3.1. End of Year accounts (2021/22) approved by Cllrs Vincent and C Dixon</p> <p>3.2. Annual Governance Statement signed by Chairman and outgoing Clerk</p> <p>3.3. Accounting Statement for year ended 31 March 2022 signed by Chairman</p> <p>3.4. <b>LPC Asset Register</b> for year ended 31 March 2022 had been reviewed in January (Basis for insurance)</p> <p>3.5. <b>LPC Risk Assessment</b> for year ended 31 March 2022 was accepted.</p> <p>3.6. Provisional internal Audit arrangements for 2022/23: Intent has been expressed to re-appoint Paula (of Barker Fox Associates) for next year's audits.</p> <p>3.7. Internal Audit Recommendations: Cllr J Dixon kindly offered to draw up an action plan for consideration at the 12 July 2022 meeting in order to ensure that the 13 recommendations were progressed.</p> <p>Deadline for AGAR submission to external auditors is end of June 2022.</p>
4.	<p><u>Review of Standing Orders and Regulations.</u> Annual review of Parish Standing Orders currently dated 20 May 2014 based on the December 2013 NALC template document (since superseded) remain outstanding from previous LPC AGM.</p> <p>Cllr J Dixon agreed to review the most recent template, and to align the proposed</p>

# LEIGH PARISH COUNCIL

ITEM NO	ANNUAL GENERAL MEETING - AGENDA ITEM
	revision with the current financial regulations.
5.	<u>Dorset APTC.</u> Leigh's renewal of membership of DAPTC was approved.
6.	<u>Appointment of Committee(s) and Lead Representatives.</u> The following areas of responsibility were re-confirmed / appointed. <ul style="list-style-type: none"> <li>• Boyle's Trust: Current 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 S Vincent, with Rachel Graham as champion</li> <li>• Leigh Parish Church (St Andrew's): Cllr C Dixon and Parochial Church Council.</li> <li>• Neighbourhood Plan: Nil</li> <li>• Transport / NORDCAT: Cllr C Dixon</li> <li>• Planning: Cllr C Dixon</li> <li>• Play Park: Cllr C Adey</li> <li>• Village Green: Cllr M Read</li> <li>• Village Hall: Cllr J Dixon</li> <li>• Community Speed Watch: Cllr C Dixon, with CSW appointed champion Sarah Rudd</li> <li>• Defibrillator: appointed champion Graham Bugler</li> <li>• Annual litter clear up: Ongoing - Paul Orchard stepping down. Email sent out by Cllr A Bennett to seek out new champion</li> <li>• Candle Auction appointed representative: Gordon Morris</li> </ul>
	<b><u>PARISH COUNCIL MEETING</u></b>
1.	Apologies for Absence: Nil
2.	Declarations of Conflict of Interest: Nil
3.	<b>LEIGH PARISH COUNCIL MINUTES</b> Minutes of 18 March 2022 Leigh's Parish Council Meeting – previously circulated for comment. Formally approved by council and signed by the Chairman. Matters arising: Para 9.2.2 Purchase of IT for council clerk. The appointment of a new clerk had meant that a new laptop was now urgently required (as the outgoing clerk had always used her own). After taking professional advice (Milborne Port Computers) and consulting the council, the Chairman had prior to the meeting ordered a suitable laptop. 3.1 The council authorized a payment of £540 for the invoice of the clerk's laptop. 3.2 The council further authorized expenditure of up to £150 for the purchase of a

# LEIGH PARISH COUNCIL

ITEM NO	ANNUAL GENERAL MEETING - AGENDA ITEM
	laser mono printer and scanner.
4.	<p><b>FINANCES OVERVIEW: Current Year 2022/23</b></p> <p>The spreadsheet for the current year had been circulated. This reflected reconciliation as of 30 April 2022.</p> <p>At the start of fiscal year 2022/23, Leigh parish council had a credit balance of <b>£24,259.86</b>. Within this, the 'ring fenced' sub accounts stood at:</p> <p>Repair and Replacement Fund - £1,500.00            CIL - £7,479.60            Playpark - £1,991.27            Village Green - £2,774.64            Heritage Sign – £323.36            Environmental Talk Fund - £5 250.00</p> <p style="text-align: right;">Total of all ring-fenced sub accounts: £19,318.87</p> <p>This left an unallocated sum of £4,940.99 for all other expenditure.</p> <p>The loan outstanding for the purchase of the lease of the village green and field stood at £35,260. This was reducing in accordance with the agreed plan, with the last and final instalment due 2039.</p> <p style="padding-left: 40px;">4.1. <u>Insurance Renewal</u>: Review for renewal due by 1<sup>st</sup> June 2022. It was proposed to continue with current Insurers' long-term deal: agreed by all.</p> <p style="padding-left: 40px;">4.2. <u>2021/2 Financial Year-end accounts and AGAR review</u> – including VAT reclaim. The Chairman signed pages 3 and 4 of the AGAR 2021/22 Form 3. Clerk to dispatch. The clerk would need to claim for the past year's VAT.</p>
5	<p><b>APPROVAL OF PAYMENTS</b></p> <p>5.1. Pre-authorised payments made since previous meeting: Dorset Council Trade bin collection: £282.88 (by direct debit)</p> <p>5.2. The following payments (as per schedule previously circulated with the agenda) were approved:</p> <ul style="list-style-type: none"> <li>- Grass cutting (PP: £105; VG £225) March and April: TA Holder £330.00</li> <li>- Induction training for Cllr J Dixon: DAPTC £49.00 (due by 27<sup>th</sup> June)</li> <li>- Laptop credit invoice: Milborne Port Computers £540.00</li> <li>- Outgoing clerk expenses: B Harrison £85.52</li> <li>- Outgoing clerk final salary: B Harrison £263.00</li> </ul> <p>5.3. It was further agreed that the following payments were authorised for payment when the associated invoices were received:</p> <ul style="list-style-type: none"> <li>- Zurich Insurance up to £600.00 (Due by 4<sup>th</sup> June)</li> <li>- Playpark Inspection up to £100</li> <li>- Incoming clerk's monthly salary: NALC SCP Band 6 (£10.42/h at 2021/22 rates) to be paid as from 5 May 2022 – 4 hours per week (52.143 weeks/year).</li> </ul>

# LEIGH PARISH COUNCIL

ITEM NO	ANNUAL GENERAL MEETING - AGENDA ITEM
	<ul style="list-style-type: none"> <li>○ Clerk to set up DD, payable monthly (£180.11 per calendar month at currently published 2021/22 rates). Amount to be adjusted in due course to reflect annual NALC approved uplifts.</li> <li>○ Parish clerk to register employment as parish clerk with HMRC, and carry out RTI submissions</li> <li>○ Salary to be paid net after any Tax, NI or pension liabilities are deducted (as per Audit recommendation 12)</li> </ul>
6.	<p><b>AUTHORISATION OF BANKING ARRANGEMENTS</b></p> <p>Update to parish banking signatories/ authorities on change of personnel.</p> <ul style="list-style-type: none"> <li>- Signatories to be removed: Beverly Harrison, Sandra Scutt</li> <li>- Signatories approved for cheque signing: Cllrs A Bennett and C Dixon (as per current arrangements). Parish clerk/RFO Amélie Mahot and Cllr M Reed to be added.</li> <li>- Administrator (Beverly Harrison) being removed</li> <li>- Electronic Banking Limits: For expenditure explicitly approved in council, the council resolved to authorise the clerk to pay invoices of up to £1000 electronically. If dual authority online banking facilities became available, this may be reviewed.</li> </ul> <p>Clerk to ensure that copy of Leigh parish council electronic bank statement to be circulated online to all councillors monthly, date to be confirmed at July meeting.</p>
7	<p><b>PLAYPARK UPDATE</b></p> <p>7.1. RoSPA safety inspection Safety Report had been received. To be circulated to all councillors. Invoice yet to be received.</p> <p>7.2. Zip wire proposal. Cllr Adey kindly agreed to review the current proposal, and with the PP committee consider other alternatives. The Chairman undertook to re-circulate to her the email he had sent Julia Jepson in April concerning available finance etc.</p>
8.	<p><b>VILLAGE GREEN UPDATE</b></p> <p>No updates. Jubilee lunch event had been discussed during the annual village meeting.</p>
9.	<p><b>HIGHWAYS.</b></p> <p>A letter (previously circulated) was sent on 27 April to Dorset Council regarding the ongoing issue of the establishment of a speed limit through Three Gates.</p>
10	<p><b>PLANNING</b></p> <p><b>New application:</b> P/HOU/2022/02752 – Planning permission for double garage at Droverside, Totnell – DT9 6HT. Parish Council (consolidated) response by 27 May 2022 and consideration in meeting. Circulated.</p> <p><b>It was agreed that there was No objection from Parish council. Associated record to be sent by clerk.</b></p>
11.	<p><b>PARISH CLIMATE CHANGE INITIATIVE UPDATE</b></p>

# LEIGH PARISH COUNCIL

ITEM NO	ANNUAL GENERAL MEETING - AGENDA ITEM
	<p>1<sup>st</sup> talk on Thursday 17<sup>th</sup> May: 'All that Rubbish'. The Leigh Pop-inn will be at the talks for refreshments.</p> <p>Next talk: Thursday 16 June: Local Farming</p> <p>Hugh Fearnley-Whittingstall, celebrity chef and campaigner on food and environmental issues, will be the speaker at the Leigh Talks! event on 13th October.</p>
12.	<p><b>CORRESPONDENCE RECEIVED.</b></p> <p>Nothing to report.</p>
13	<p><b>ITEMS OF AN URGENT NATURE – SUBJECT TO CHAIRMAN’S APPROVAL</b></p>
14	<p><b>DATE(S) OF NEXT MEETINGS:</b></p> <p>The next LPC meeting at will be at 7-00pm on Tuesday 12 July 2022. Dates for following meetings (all commencing 7.00pm) are 13 September; 8 November; 10 January 2023; 14 March. Clerk to ensure hall booked accordingly.</p>