

LEIGH PARISH COUNCIL

Minutes of 12th July 2022 Leigh Parish Council meeting (7:00 PM) in Leigh Village Hall

| | <u>Agenda items</u> |
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| 1. | Apologies for Absence; Cllr Mark Read, Dorset County Cllr Mary Penfold |
| 2. | Declarations of Conflict of Interest - Nil |
| 3. | <p>LEIGH PARISH COUNCIL MINUTES</p> <p>Minutes of 18th May 2022 Leigh Parish Council Meeting – previously circulated and displayed for comment, were approved by all and signed by the Chairman.</p> <p>Matters arising:</p> <p>3.1 Co-option of new councillor: Steven Humphries was co-opted unanimously to the remaining unfilled post, and took his seat on the council.</p> <p>3.2 Leigh website: Editor role</p> <p>After many years of service to the community, Russell Jepson is seeking to step down from editing the village's website (although will still provide the hosting platform). Cllr Adey offered to undertake the Editor role on a trial basis. This was gratefully accepted.</p> <p>Further to this, Cllr C Dixon and the Clerk agreed to investigate establishing a parish council Facebook page to keep our community updated on council's issues, notices etc.</p> |
| 4. | <p>FINANCES OVERVIEW</p> <p>4.1. <u>Insurance Renewed</u>: As approved at the May meeting, a payment of £598.09 has been made to renew the pc's insurance until 31st of May 2023.</p> <p>4.2 <u>Internal Audit recommendations</u>. The new auditor had made 13 recommendations regarding Leigh PC accounts. Cllr J Dixon had drafted an action plan. This was unanimously adopted by the pc.</p> <p>It was further agreed that:</p> <ul style="list-style-type: none"> • Draft version of action plan to be re-circulated to all. The Chairman and Cllr J Dixon would meet to progress the recommendations, and update to reflect actions taken. • The 2018 version of the pc's Standing Orders to be published on the village website. <ul style="list-style-type: none"> ▪ Cllr J Dixon is working on an update. In due course this updated version will be presented to the pc for its approval. Target date: November 2022 meeting. <p>4.3. <u>2021/2 Financial Year-end accounts and AGAR review</u>: The signed AGAR and associated documents were sent to the external auditor on 5 June. Receipt has been acknowledged; response is expected by 22 July.</p> <p>The VAT reclaim for FY 2021-22 to be progressed by the Clerk. It was agreed that the Clerk should be enrolled in a VAT reclaims course, as offered by DAPTC (£40). In the interim, to aid her understanding of the process, the Chairman undertook to send the Clerk any copies of past claims.</p> |

LEIGH PARISH COUNCIL

4.4. Internal Audit recommendation 9 - CIL expenditure:

The pc further considered the wording that regulates the spending of CIL monies. This is stipulated in the 2013 CIL regulations, and reflected by a Dorset Council (Guidance note 2020). The latter states:

What can the neighbourhood proportion of CIL be spent on?

Town and parish councils must use the CIL receipts they receive to support the development of their area, or part of the area. They can fund the following:

- The provision, improvement, replacement, operation or maintenance of infrastructure needed to support development; or*
- Anything else that helps to address the demands that new development is placing on their area.*

The Dorset Guidance note also states that:

Where the CIL money passed to town & parish councils has not been spent within 5 years of receipt, the charging authority (Dorset Council) can require that the money is repaid.

Given the above, the pc considered that the comments made by the internal auditor were an unnecessarily tight interpretation of the above wording; in particular, overlooking the word *maintenance*. It was agreed that a decision regarding any adjustment to the pc's current policy would be made after the External Auditor's report had been received.

In the meantime, it was agreed that from the current CIL Fund (£7479.60):

- As per the budget, £2000 would be allocated to Village Green and Play Park maintenance (grass cutting)
- £5000.00 would be provisionally allocated for improvements to the PP (see Item 7 below).

It was agreed that a final decision would be made at the November meeting.

4.5 Rental of land: Payments for 2021 and 2022 rent for Grey's field (2 acres south of Village Green) has been received. The next payment is due Jan 2023.

4.6 The clerk was asked to raise an invoice to the Village Hall committee for payment of their share of bin collection (50% of £282.88 = £141.44).

4.7 Present state of accounts. A bank reconciliation for 10 July had previously been circulated. However, the Chairman identified some errors in it, and asked that a corrected version be circulated in the next few days. The corrected version (and now dated 16 July) is accordingly attached to the end of these minutes. Overall:

On 16 July, the reconciled total held in the Leigh parish council account was £26,218.53.

LEIGH PARISH COUNCIL

Of this, sums allocated to the various 'sub accounts' stood at:

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| Play Park | | | | £ 1,898.87 |
| Heritage Signage | | | | £ 323.36 |
| Village Green | | | | £ 1,646.76 |
| Community Infrastructure Funds | | | | £ 7,479.60 |
| Repair and Replace Fund | | | | £ 1,500.00 |
| National Lottery: Leigh Talks! Fund | | | | £ 5,250.00 |
| | | | | £ 18,098.59 |

This left £8,119.94 available for planned expenditure as budgeted.
The pc expressed its content and acceptance of these figures.

5

APPROVAL OF PAYMENTS

5.1. Payments, pre-authorised at the May meeting, have since been made:

- T A Holder: Paid £330.00 for March and April's grass cutting.
- Milborne Port Computer: Paid £540.00 for the village clerk's laptop.
- B Harrison: Paid £263.97 and £83.52 for her last clerk pay and expenditures respectively.
- DAPTC: Paid £49.00 for J. Dixon's training.
- (ROSPA) Playsafety Limited: Paid £92.40 for the playpark inspection.
- Liberty Dairy: Paid £120.00 for the Jubilee lunch's ice cream.
- Barfoot Bouncers – Bouncy Castles: Paid £70.00 for the Jubilee lunch's bouncy castle rental.
- Zurich Municipal: Paid 598.09 out of the 600 pre-allocated for insurance renewal (1st June 2022 to 31st May 2023).

5.2. The following payments were proposed and seconded as follows:

| Invoice Date | Payee | Goods / services received | Cheque number | Amount | Budget line |
|--------------------|------------------------------|---------------------------|---------------|---------|----------------|
| 31/5/22 30/6/22 | T. Holder | Grass cut May + Jun | 706 | £515.00 | VG |
| 22/6/22 | Jubilee - Leigh Pop Inn | Coin wallets etc | 704 | £150.62 | Var - misc |
| 6/7/22 | Jubilee – Little Leigh Store | Packaging and printing | 705 | £67.85 | Var - misc |
| 22/6/22 | DAPTC | Clerk induction trg | 703 | £35.00 | Var - training |

All present agreed that these payments should be made.

Payment of Clerk salary.

Cllr C Dixon had been assisting the clerk with regard to HMRC registering the clerk – the issue was complicated due to the clerk not being a UK national. The council expressed its desire as a matter of urgency to pay the back pay (since 5 May) still owing. It was unanimously approved that:

- Back Pay, at the contracted weekly rate as from 5 May, should be made the moment that HMRC had successfully registered the clerk as an employee of Leigh parish Council. Where possible, the sum paid should

LEIGH PARISH COUNCIL

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| | <p>be net of income tax and national insurance deductions.</p> <ul style="list-style-type: none"> • As soon as the clerk's pay was up to date, a monthly DD should then established. • Clerk expenses to date (£4.50) were accepted. The Clerk expressed her content to delay reimbursement for these until a larger sum was due. <p>5.3. Awaiting invoices for:</p> <ul style="list-style-type: none"> - T Holder's Grass Cutting invoice for July and August: to be circulated by e-mail upon receipt. <p>Mindful of the need to avoid small companies being out of pocket for too long in the difficult economic climate, the Council approved payment of this invoice once received and approved online by all councillors.</p> |
| 6. | <p>AUTHORISATION OF BANKING ARRANGEMENTS</p> <p>6.1. Electronic Banking:</p> <ul style="list-style-type: none"> - The application to Lloyds to update Cllr signature registration was completed in early June. Lloyds has stated it this takes at least a month to be processed. - Cllr Adey requested the bank account be monitored by someone with viewing-only privilege. It was agreed that once the above application was implemented, an application for all councillors to view the account on line would be made. <p style="padding-left: 40px;">In the meantime, within the week of its receipt, Clerk to ensure that the bank statement is circulated online to all councillors monthly.</p> <ul style="list-style-type: none"> - Clerk to investigate how other councils deal with countersigning and electronic banking. Council expressed a desire to move towards the clerk having single authority to make electronic payments, once invoice approved in council – clerk to investigate (through DAPTC) whether this 'single signature' is within the law. Financial Regulations could then be amended to reflect. |
| 7 | <p>PLAYPARK UPDATE</p> <p>7.1. <u>RoSPA Playsafety report</u> to be studied so repairs can be discussed in September's meeting. Cllrs Adey and Bennett to meet and investigate sometime between July and September's meetings.</p> <p>7.2. <u>Future equipment project</u>. Cllr Adey had conducted a survey: out of 28 adults and 7 children's responses, a zip wire was most popular, followed by toddler equipment, then outdoor gym equipment. Quotes for zip wire varied between £9-16k, excluding VAT.</p> <p>After discussion, it was agreed that Cllr Adey should:</p> <ul style="list-style-type: none"> • Further investigate the viability of a zipwire. In particular, detail was required on: <ul style="list-style-type: none"> ○ The proposed precise siting of a zipwire within the PP ○ Where an existing zip wire could be viewed, and the associated responsible council regarding any relevant comments ○ The anticipated lifespan of the key components |

LEIGH PARISH COUNCIL

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| | <ul style="list-style-type: none"> ○ The expected maintenance costs. • Simultaneously, Playpark committee to propose possible equipment for toddlers (budget: £1.5-2K) <p>As identified at Item 4.4 above, the council was well disposed to using £5k of CIL money towards purchase costs of new equipment. There is also £1,898 in the PP sub account. Nevertheless, this would leave a significant funding gap. Grants could be applied for, and a fund raising initiative could be launched. But a volunteer to lead on this combined fundraising initiative would be needed if the above equipment aspirations were to be both fulfilled.</p> <p>It was agreed for the time being to prioritise investigations into the zipwire and toddler equipment. Should the zipwire element ultimately be considered too ambitious (decision to be made once the parameters detailed above have been provided), interest had been shown in outdoor gym equipment (around £1k each). This might be an alternative.</p> <p>Council expressed its appreciation to Cllr Adey for her work on this project. It was recognised that the PP committee was presently thin on participants.</p> |
| 8. | <p>VILLAGE GREEN UPDATE</p> <p>In this long period of draught, the village green trees are looking thirsty. Cllr Bennett undertook to send an e-mail to Bob Cutler to ask for advice about watering them. C Dixon offered to water the Jubilee Tree in the meantime – this was gratefully accepted.</p> |
| 9. | <p>HIGHWAYS AND FOOTPATHS</p> <p>9.1. <u>Three Gates speed limit application.</u></p> <p>Ongoing. Awaiting conclusion of 4-5 weeks additional traffic survey (a further traffic monitor was currently sited on a pole adjacent to Pogles Woods).</p> <p>9.2. Footpath update:</p> <ul style="list-style-type: none"> - Cllr Vincent stated that maize cultivation is hampering people from using certain footpaths until harvest, although which footpaths were affected was not specified. - Dorset Council is attempting to contact the estate of the now deceased 'Belgian Count', as their permission is needed for the installation of swing gates on footpath N18/17. Dorset Council state that there is an ongoing delay on delivery of orders of new swing gates. - Cllr Bennett undertook to extend an invitation to Rachel Green to attend September's meeting, in the hope that more light could be shed with regard to progressing the replacement of stiles with gates. |
| 10 | <p>PLANNING</p> <p>Latest application: P/HOU/2022/03570 – Planning permission for a wider vehicular access at The Old Post Lodge, Chetnole Road (DT9 6HL). Circulated to council members pre-meeting as response required by 5th July 2022. No objections from Parish council. The Clerk had informed Dorset Planning accordingly.</p> |
| 11. | <p>PARISH CLIMATE CHANGE INITIATIVE UPDATE</p> |

LEIGH PARISH COUNCIL

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| | <p>15th of September's Leigh talks! will be about the transportation of goods and people in a net-zero world and held at the Village Hall.</p> <p>The talk with Hugh Fearnley-Whittingstall, celebrity chef and campaigner on food and environmental issues, will be a ticketed event held on the 13th of October to ensure the attendance does not exceed the capacity of the hall. Cost of the tickets and location of their sale to be confirmed. Money raised will go towards extending the Leigh Talks events beyond March 2023.</p> <p>On November 17th, Steven Jermy will talk on the subject of offshore renewable energy.</p> <p>The spring programme date are January 12th, February 16th and March 16th. Speakers / subjects have yet to be decided. The intention is to continue having the presence of a bar to the events, as this has been helping to raise money for the village.</p> |
| 12. | <p>CORRESPONDENCE RECEIVED.</p> <p>Nothing to report.</p> |
| 13 | <p>ITEMS OF AN URGENT NATURE – SUBJECT TO CHAIRMAN'S APPROVAL</p> <p><u>'Relief in need in Leigh'</u>. This item was dealt with after Item 3 above.</p> <p>Given the ongoing cost of living increases, P Toulson and E Upton had proposed a meeting to identify what might be done for any Leigh residents in need of Community Relief. Cllr C Dixon kindly agreed to attend as the parish council representative. A possibility of having a community refrigerator to help out and curb food waste was mentioned. Date of meeting to be confirmed.</p> <p>In a similar vein, Cllr Adey suggested owners might post a notice inviting 'self-service' of their normally private apple trees and other fruit crops within our community.</p> |
| 14 | <p>DATE(S) OF NEXT MEETINGS:</p> <p>The next LPC meeting will be at 7-00pm on Tuesday 13th of September. The Chairman gave advance notice of apology; he also emphasised the importance of giving the clerk as much advance notice as possible should councillors identify that they will be unable to make a scheduled meeting. Cllr C Dixon (in her capacity of vice chairman) kindly offered to chair the 13 September meeting.</p> <p>Subsequent meetings (all at 7:00 PM): 8th of November; 10th of January 2023; 14th of March. Clerk still to ensure hall booked accordingly and send invitations to Dorset Cllr M Penfold.</p> |

LEIGH PARISH COUNCIL

| BANK RECONCILLIATION | | | |
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| Council Name | Leigh Parish Council | | |
| Financial Year 22/23 | Reconciliation Statement | | |
| Prepared by | Amelie Mahot; Parish Clerk / RFO | | |
| Date | 16th July 2022 | | |
| | | | |
| Petty Cash Holding | Nil | | |
| | | | |
| Balance per bank statement | | | |
| Lloyds Bank 1st of June Balance | | £28,263.98 | |
| Less unpresented cheques | | | Notes |
| | 17-May-22 | 696 £ 263.97 | B Harrison; Parish clerk back pay |
| | 17-May-22 | 697 £ 83.52 | B Harrison; Parish clerk expenses |
| | 17-May-22 | 698 £ 49.00 | DAPTC J Dixon training |
| | 26-May-22 | 699 £ 92.40 | PLAYSAFETY report |
| | 13-Jun-22 | 700 £ 120.00 | Liberty Dairy jubilee |
| | 13-Jun-22 | 701 £ 70.00 | Barfoot bouncers bouncy castle jubilee |
| | 16-Jun-22 | 702 £ 598.09 | Zurich Insurance renewal |
| | 16-Jul-22 | 703 £ 35.00 | DAPTC; New clerk induction training |
| | 16-Jul-22 | 704 £ 150.62 | Leigh Pop Inn; Jubilee expenses |
| | 16-Jul-22 | 705 £ 67.85 | Little Leigh Store; Jubilee expenses |
| | 16-Jul-22 | 706 £ 515.00 | T Holder; Grass Cutting |
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| | | | |
| | | £ 2,045.45 | |
| Unbanked Cash | | £ - | |
| Net Bank Balances as of 16th July 2022 | | £26,218.53 | |
| The net balances reconcile to the Cash Book (receipts & payments account) for the year as follows | | | |
| CASH BOOK | | | |
| Opening Balance 1 April 2022 | £ 24,259.86 | | |
| Add: Receipts as at 16th July 2022 | £ 5,157.00 | | |
| Payments: As at 16th July 2022 | £ 3,198.33 | | |
| Closing balance as per In Year cash spreadsheet tab (receipts and payments tab) as at 16th July 2022 (must equal net bank balances above) | | £26,218.53 | |