

# LEIGH PARISH COUNCIL

## Agenda of the 13<sup>th</sup> September 2022 Leigh Parish Council meeting (7:00 PM) in Leigh Village Hall

	<u>Agenda items</u>																																										
1.	Apologies for Absence																																										
2.	Declarations of Conflict of Interest																																										
3.	<p><b>LEIGH PARISH COUNCIL MINUTES</b></p> <p>Minutes of 12 July 2022 Leigh’s Parish Council Meeting – previously circulated and displayed for comment. <i>To be formally approved and signed</i></p> <p>Matters arising:</p> <p>3.1. Training opportunity for Clerk – CiLCA with SLCC and DAPTC, cohort 2, A Mahot would like to investigate further.</p>																																										
4.	<p><b>FINANCES OVERVIEW - Chairman</b></p> <p>4.1. <b><u>Reconciliation of bank account.</u></b> See attached document at foot of Agenda. Reconciliation is dated 29 August 2022</p> <p>4.2. <b><u>Sums allocated to various Sub Accounts.</u></b> On 29 August 2022, the sums allocated to the various ‘sub accounts’ stood at:</p> <table><tr><td>Play Park</td><td></td><td></td><td></td><td></td><td>£ 1,898.87</td></tr><tr><td>Heritage Signage</td><td></td><td></td><td></td><td></td><td>£ 323.36</td></tr><tr><td>Village Green</td><td></td><td></td><td></td><td></td><td>£ 1,351.76</td></tr><tr><td>Community Infrastructure Funds</td><td></td><td></td><td></td><td></td><td>£ 7,479.60</td></tr><tr><td>Repair and Replace Fund</td><td></td><td></td><td></td><td></td><td>£ 1,500.00</td></tr><tr><td>National Lottery: Leigh Talks! Fund</td><td></td><td></td><td></td><td></td><td>£ 4,794.33</td></tr><tr><td><b>Total (F)</b></td><td></td><td></td><td></td><td></td><td><b>£ 17,347.92</b></td></tr></table> <p>This left <b>£ 6,709.52 (G)</b> available for planned expenditure as budgeted.</p> <p><b>Note: F + G (£24,057.44) should always equal ‘Closing balance’ as shown on Reconciliation statement.</b></p> <p>4.3 <b><u>Internal Audit recommendations.</u></b> Action Plan Update: <b>Cllr J Dixon</b></p> <p>4.4. <b><u>2021/2 Financial Year-end accounts and AGAR review:</u></b> Update on progress by External Auditor (30 September is the deadline for publication of the conclusion of audit).</p> <p>VAT reclaim for FY 2021-22 remains to be completed by clerk.</p> <p>4.5. <b><u>CIL expenditure:</u></b> Notwithstanding Recommendation 9 of the Internal Audit, proposal to continue to distribute as agreed at January meeting when budget was set.</p> <p>Dorset Council Community Infrastructure Levy (CIL) Guidance Note for Town &amp; Parish 2020 states:</p> <p>- <i>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</i></p>	Play Park					£ 1,898.87	Heritage Signage					£ 323.36	Village Green					£ 1,351.76	Community Infrastructure Funds					£ 7,479.60	Repair and Replace Fund					£ 1,500.00	National Lottery: Leigh Talks! Fund					£ 4,794.33	<b>Total (F)</b>					<b>£ 17,347.92</b>
Play Park					£ 1,898.87																																						
Heritage Signage					£ 323.36																																						
Village Green					£ 1,351.76																																						
Community Infrastructure Funds					£ 7,479.60																																						
Repair and Replace Fund					£ 1,500.00																																						
National Lottery: Leigh Talks! Fund					£ 4,794.33																																						
<b>Total (F)</b>					<b>£ 17,347.92</b>																																						

# LEIGH PARISH COUNCIL

	<p><i>maintenance of infrastructure needed to support development.”</i> <i>- Anything else that helps to address the demands that new development is placing on their area.</i></p>																																				
5	<p><b>APPROVAL OF PAYMENTS - Clerk</b></p> <p>5.1. Pre-authorised payments made since previous meeting: See Item 4.1 Reconciliation of bank account.</p> <p>5.2. The following payments of invoices received are proposed:</p> <table><tr><th>Invoice Date</th><th>Payee</th><th>Goods / services received</th><th>Cheque number</th><th>Amount</th><th>Budget line</th></tr><tr><td>22-08-22</td><td>G Fudge</td><td>Fingerpost expense</td><td></td><td>£ 56.73</td><td>Heritage Sign</td></tr><tr><td>26-07-22</td><td>Dorset Wildlife Trust</td><td>Donation</td><td></td><td>£100.00</td><td>NLF Talk</td></tr><tr><td></td><td>A Mahot</td><td>Clerk's Pay 5<sup>th</sup> May to 1<sup>st</sup> Sept.</td><td></td><td>£708.56</td><td>VAR</td></tr><tr><td>01-11-22</td><td>A Mahot</td><td>Clerk's Pay for Sept</td><td></td><td>£181.11</td><td>VAR</td></tr><tr><td>03-09-22</td><td>A Bennett</td><td>Reimbursement for Printer</td><td></td><td>£149.98</td><td>VAR</td></tr></table> <p>5.3. <b><u>Approval of forthcoming payments</u></b></p> <ul style="list-style-type: none"><li>- Clerk salary (at £181.11 per month): Adjustment on Item 5.2 of July minutes. A Mahot salary to be paid for 5th May to 1st September (£708.56, or 17 weeks). The subsequent transactions proposed would be to pre-authorise transactions £181.11 for the 1<sup>st</sup> of October and November.  (52.143 weeks x £10.42 x 4 weekly hours)/12 months = £181.11 per month</li><li>- Pre-authorise payment of councillor training upon reception of the invoice, see email circulated by clerk (£90.00 for 3 courses)</li></ul>	Invoice Date	Payee	Goods / services received	Cheque number	Amount	Budget line	22-08-22	G Fudge	Fingerpost expense		£ 56.73	Heritage Sign	26-07-22	Dorset Wildlife Trust	Donation		£100.00	NLF Talk		A Mahot	Clerk's Pay 5 <sup>th</sup> May to 1 <sup>st</sup> Sept.		£708.56	VAR	01-11-22	A Mahot	Clerk's Pay for Sept		£181.11	VAR	03-09-22	A Bennett	Reimbursement for Printer		£149.98	VAR
Invoice Date	Payee	Goods / services received	Cheque number	Amount	Budget line																																
22-08-22	G Fudge	Fingerpost expense		£ 56.73	Heritage Sign																																
26-07-22	Dorset Wildlife Trust	Donation		£100.00	NLF Talk																																
	A Mahot	Clerk's Pay 5 <sup>th</sup> May to 1 <sup>st</sup> Sept.		£708.56	VAR																																
01-11-22	A Mahot	Clerk's Pay for Sept		£181.11	VAR																																
03-09-22	A Bennett	Reimbursement for Printer		£149.98	VAR																																
6.	<p><b>AUTHORISATION OF BANKING ARRANGEMENTS - Chairman</b></p> <p>6.1. Update to parish banking signatories/ authorities on change of personnel.</p> <ul style="list-style-type: none"><li>- Signatories now 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 have now been added.</li><li>- Amélie Mahot established as Administrator.</li><li>- Electronic Banking Limits: proposal Amelie Mahot is given authority to make payments, following approval by council, of up to £1,000.00 electronically.</li></ul> <p>6.2. Circulation of bank statements: 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 <b>Update: Access to bank account granted, now awaiting communications from Lloyd's.</b></p>																																				
7.	<p><b>STANDING ORDERS REVISION – Cllr J Dixon</b></p> <p>Update.</p>																																				
8.	<p><b>PLAYPARK UPDATE – Cllr Adey</b></p>																																				

# LEIGH PARISH COUNCIL

	<p>7.1. RoSPA Playsafety. Update on repairs recommended by report: as all are categorised as 'low risk': Propose to continue to monitor.</p> <p>7.2. Future equipment project: update on ideas for future equipment purchase</p> <p>7.2.1. Re-siting of anniversary tree and WI donated bench. Initial reactions: see emails from Chairman.</p> <p>7.2.2. Plans for raising necessary funds. Cllr Adey</p>
9.	<p><b>VILLAGE GREEN UPDATE – Cllr Read</b></p> <p>Condition of trees and means of watering.</p>
10.	<p><b>HIGHWAYS - Chairman</b></p> <p><u>Three Gates speed limit application.</u> Ongoing. Following the conclusion of 4-5 week additional traffic survey, the Chairman and Mr Duncan Moore (resident of Three Gates) have a meeting scheduled with Mr Tony Burden (Dorset Highways) on 22 September. Vice Chairman of High Stoy parish council will also attend.</p> <p><u>Heritage signpost refurbishment:</u> update. See email from Chairman dated 29 August.</p> <p><u>Litter pic – January.</u> Update. See email from Chairman dated 17 August.</p>
11	<p><b>PLANNING - Clerk</b></p> <p><b>Previously discussed:</b> 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 5<sup>th</sup> July 2022. No objections from Parish council. Associated record was sent by clerk.</p> <p><b>New application:</b> New Tree Preservation Order TPO/2022/0046 – 3 Oak trees have been proposed for conservation order at Tower View, Chetnole Road (DT9 6HL). Circulated to council members pre-meeting. No objections from Parish council and people of interest upon reception.</p> <p><i>New information came to light and needs further investigating by S Vincent before comment or no objection recorded.</i></p>
12.	<p><b>PARISH CLIMATE CHANGE INITIATIVE UPDATE – Cllr C Dixon</b></p> <ul style="list-style-type: none"> <li>- 15 Sept 7.30 PM: <i>Dr James Dixon - Our options for movement of people and stuff in a net zero world. What options do we want to take?</i></li> <li>- 13 Oct 7.30 PM: <i>Hugh Fearnley-Whittingstall - Speaking about his latest book and his environmental campaigns</i></li> <li>- 17 Nov, 7 to 10 PM: <i>Steven Jermy - Offshore renewable energy</i></li> <li>- 12 Jan – TBC</li> <li>- 16 Feb – TBC</li> <li>- 16 March - TBC</li> </ul>
13.	<p><b>CORRESPONDENCE RECEIVED - Clerk</b></p> <p>August Crime Report – 2 thefts in Yetminster and Ryme Intrinseca, nothing in Leigh</p>
14	<p><b>ITEMS OF AN URGENT NATURE – SUBJECT TO CHAIRMAN'S APPROVAL</b></p>

# LEIGH PARISH COUNCIL

15	<b>DATE(S) OF NEXT MEETINGS:</b> The next LPC meeting will be at 7-00pm on Tuesday 8 November Subsequent meetings (all at 7:00 PM): 10 January 2023 and 14 March. Hall booked.
----	--

# LEIGH PARISH COUNCIL

<b>BANK RECONCILIATION</b>			
Council Name	<b>Leigh Parish Council</b>		
Financial Year 22/23	<b>Reconciliation Statement</b>		
Prepared by	<b>Amelie Mahot; Parish Clerk / RFO</b>		
Date	1st September		
<b>Petty Cash Holding</b>	Nil		
<b>Balance per bank statement</b>			
Lloyds Bank 11th of August Balance		<b>£25,172.68</b>	
<u>Less unpresented cheques</u>			Notes
16-Jul-22	703	£ 35.00	DAPTC; New clerk induction training
16-Jul-22	704	£ 150.62	Leigh Pop Inn; Jubilee expenses
15-Aug-22	707	£ 145.00	T Holder; Grass Cutting July
<del>15-Aug-22</del>	<del>708</del>	<del>£ -</del>	<del>VOID CHEQUE</del>
15-Aug-22	709	£ 15.50	C Dixon; Leigh Talk Expenses
15-Aug-22	710	£ 360.00	LVH; Leigh Talks Bookings
15-Aug-22	711	£ 178.95	DAPTC; Membership
1-Aug-22	712	£ 80.17	S Salvesen; Leigh Talk Expenses
1-Aug-22	713	£ 150.00	T Holder; Grass Cutting August
		<b>£ 1,115.24</b>	
Unbanked Cash		£ -	
Net Bank Balances as of 1st September		<b>£24,057.44</b>	
<b>The net balances reconcile to the Cash Book (receipts &amp; payments account) for the year as follows</b>			
<b>CASH BOOK</b>			
Opening Balance 1 April 2022	<b>£ 24,259.86</b>		
Add: Receipts as at 1st September	£ 5,157.00		
Payments: As at 1st September	£ 5,359.42		
Closing balance as per In Year cash spreadsheet tab (receipts and payments tab) as at 1st September (must equal net bank balances above)		<b>£24,057.44</b>	