

LEIGH PARISH COUNCIL

Minutes of the 13th September 2022 Leigh Parish Council meeting (7:00 PM) in Leigh Village Hall

	<u>Agenda items</u>														
1.	<p>Apologies for Absence</p> <p style="text-align: center;">A Bennett, S Humphries, M Read and M Penfold as an observer</p>														
2.	<p>Declarations of Conflict of Interest</p> <p style="text-align: center;">S Vincent: Tree mentioned in item 11 is on the shared line of his property.</p>														
3.	<p>LEIGH PARISH COUNCIL MINUTES</p> <p>Minutes of 12 July 2022 Leigh’s Parish Council Meeting – previously circulated and displayed for comment were formally approved and signed by C Dixon.</p> <p>Matters arising:</p> <p>3.1 It is with great sadness that the council learned of Her Majesty Queen Elizabeth II’s passing. The council also took a moment to congratulate His Majesty King Charles on his proclamation.</p> <p>3.2 Training opportunity for Clerk – CiLCA with SLCC and DAPTC, cohort 2. A Mahot will investigate further and compile the information to share with the council members prior to November’s meeting.</p>														
4.	<p>FINANCES OVERVIEW - Chairman</p> <p>4.1. <u>Reconciliation of bank account</u>. See attached document at foot of Agenda. Reconciliation is dated 29 August 2022.</p> <p>The void cheque (name mistake) has been destroyed as witnessed on the day, and appropriately discarded.</p> <p>4.2. <u>Sums allocated to various Sub Accounts</u>. On 29 August 2022, the sums allocated to the various ‘sub accounts’ stood at:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Play Park</td> <td style="text-align: right;">£ 1,898.87</td> </tr> <tr> <td>Heritage Signage</td> <td style="text-align: right;">£ 323.36</td> </tr> <tr> <td>Village Green</td> <td style="text-align: right;">£ 1,351.76</td> </tr> <tr> <td>Community Infrastructure Funds</td> <td style="text-align: right;">£ 7,479.60</td> </tr> <tr> <td>Repair and Replace Fund</td> <td style="text-align: right;">£ 1,500.00</td> </tr> <tr> <td>National Lottery: Leigh Talks! Fund</td> <td style="text-align: right;">£ 4,794.33</td> </tr> <tr> <td style="text-align: right;">Total (F)</td> <td style="text-align: right;">£ 17,347.92</td> </tr> </tbody> </table> <p>This left £ 6,709.52 (G) available for planned expenditure as budgeted.</p> <p>Note: F + G (£24,057.44) should always equal ‘Closing balance’ as shown on Reconciliation statement.</p> <p>4.3 <u>Internal Audit recommendations</u>. Action Plan Update: Cllr J Dixon</p> <p>As per previously approved action plan (July 2022), J Dixon has made progress detailed on item 7. This item (4.3) will be moved to item 7 in the next Agenda to avoid repetition.</p> <p>4.4. <u>2021/2 Financial Year-end accounts and AGAR review</u>: Update on</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	Total (F)	£ 17,347.92
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progress by External Auditor (30 September is the deadline for publication of the conclusion of audit). Still waiting to hear from the External Auditor.

VAT reclaim for FY 2021-22 remains to be completed by clerk. This will be chased up.

4.5. CIL expenditure: Notwithstanding Recommendation 9 of the Internal Audit, proposal to continue to distribute as agreed at January meeting when budget was set.

Dorset Council Community Infrastructure Levy (CIL) Guidance Note for Town & Parish 2020 states:

- *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."*
- *Anything else that helps to address the demands that new development is placing on their area.*

£5,000.00 still allocated to the development of the playpark once a viable development plan is submitted.

The rest of the CIL fund is being used for the maintenance of the current Village Green and Playpark, but some of it could be allocated to a proposed and viable project for the development of the area.

This discussion brought forward that the last renewal of the grass cutting contract had been discussed in November 2020 for a contract of 1 year. It was agreed a retendering process should be carried out for the next contract.

A new item will be added to the agenda of this November's meeting for clerk to update the council on their current contracts and leases.

The current maintenance contract expiring in November will be put out for a fair competition of quotes in October, prior to the decision making in November's meeting.

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APPROVAL OF PAYMENTS - Clerk

5.1. Pre-authorized payments made since previous meeting: See Item 4.1 Reconciliation of bank account.

5.2. The following payments of invoices received are proposed:

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 th May to 1 st 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

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	<p>G Fudge's expenses for the Heritage Sign restoration are accepted. The receipts must be added to the cloud and shared to the council members. Financial spreadsheet to be updated upon payment and shared again with council members.</p> <p>The DWT donation from Leigh Talks is approved and all agree that the council is managing the money for the Leigh Talks! project. Project expenses don't need to be approved in meeting and reimbursement can go through, provided it is backed with the appropriate receipts and invoices.</p> <p>Clerk's scheduled pay for September, October, and backpay for May to September approved by J Dixon and S Vincent.</p> <p>Reimbursement for pre-approved purchase of printer to A Bennett approved by S Vincent and C Adey.</p> <p>5.3. <u>Approval of forthcoming payments</u></p> <ul style="list-style-type: none">- 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 1st of October and November. (52.143 weeks x £10.42 x 4 weekly hours)/12 months = £181.11 per month (See previous note, approved by J Dixon and S Vincent).- Pre-authorise payment of councillor training upon reception of the invoice, see email circulated by clerk (£90.00 for 3 courses), approved by J Dixon and S Vincent.- Leigh Talks New Projector Bulb expense (£138.94) acquired by C and J Dixon for Leigh Talks can be reimbursed. The projector is donated to the Leigh Climate Group. Invoice to be added to the cloud.- Payment of incoming grass cutting invoices for September and October pre-approved by J Dixon and C Adey.
6.	<p>AUTHORISATION OF BANKING ARRANGEMENTS - Chairman</p> <p>6.1. Update to parish banking signatories/ authorities on change of personnel.</p> <ul style="list-style-type: none">- Electronic Banking Limits: proposal Amelie Mahot is given authority to make payments, following approval by council, of up to £1,000.00 electronically. It has been proposed by C Adey and seconded by S Vincent. <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. Update: Access to bank account granted, now awaiting communications from Lloyd's, bank statements circulated as best as could be last time while awaiting the conclusion to the bank account changes previously mentioned.</p>
7.	<p>STANDING ORDERS REVISION – Cllr J Dixon</p>

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	<p>Update: NALC Standing Order's template is being amended by J Dixon using reviewing mode on Word for complete transparency. It is accompanied by a Standing Orders change and reviewing log page.</p> <p>Important Standing Order points noted during meeting:</p> <ul style="list-style-type: none"> - The public has a right of speech of up to 15 minutes in total per meeting which was adopted in 2018. - The item 5C of the Standing Orders still needed amending. J Dixon proposed that the Meeting Called by a Councillor be changed to a 7 days' notice. C Adey seconded. <p>J Dixon's work is to be shared to and read by all councillors by November's meeting, for adoption and publication to the rest of the parish.</p>
8.	<p>PLAYPARK UPDATE – Cllr Adey</p> <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>A Bennett and C Adey at the Playpark to witness and discuss the following points from the report:</p> <ul style="list-style-type: none"> - New rubber steps needed eventually: C Adey has been quoted £389.00 before VAT by Toy Barn, investigation under way for a better price with the manufacturer. - Matting trip hazard: it is proposed that putting a new matting on top of the old would be more cost and time effective. Quoted £783.00 before VAT by Toy Barn. - Weeds: an informal group of volunteers will go up the hill for manual weeding as the spraying of herbicides is on the list of last resorts for RoSPA. S Vincent suggested the area be then reseeded with anything safe, to suppress thistle, bramble and other unwanted weeds to grow back. It was decided to check the grass cutting contract, which may include cutting on the mound, which the next contract should include. <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.</p> <p>7.2.2. Plans for raising necessary funds. (Cllr Adey) Volunteers are needed.</p>
9.	<p>VILLAGE GREEN UPDATE – Cllr Read</p> <p>Condition of trees and means of watering: The most recent tree, the jubilee tree, has been watered by a much-appreciated volunteer throughout the drought.</p> <p>A goal post on wheels has been mentioned, as well as gym equipment. Both these are as temporary as the benches currently in place.</p> <p>Lease of the Village Green to be found and read by Clerk for more clarity on the rules and limitations for development of the area.</p>
10.	<p>HIGHWAYS - Chairman</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></p>

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	<p>Last update: The Chairman and parish council would like to warmly thank the volunteers and donators for the completed refurbishment of the post.</p> <p><u>Litter Pick – January.</u></p> <p>Update: Andrew Little is the new coordinator for the Litter Pick. Insurance will be provided by the Leigh Parish Council.</p> <p>Clerk to assess risks and make sure they are covered.</p>
11	<p>PLANNING - Clerk</p> <p>Previously discussed: 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. Associated record was sent by clerk.</p> <p>New application: 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> <p>Nothing new to add.</p>
12.	<p>PARISH CLIMATE CHANGE INITIATIVE UPDATE – Cllr C Dixon</p> <ul style="list-style-type: none"> - 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> - 13 Oct 7.30 PM: <i>Hugh Fearnley-Whittingstall - Speaking about his latest book and his environmental campaigns. Tickets for sale at the Little Leigh Store, for £5.00 each.</i> - 22 Oct Make Do & Mend Workshop - 17 Nov, 7 to 10 PM: <i>Steven Jermy - Offshore renewable energy</i> - 19 Nov Make Do & Mend Workshop - 12 Jan – TBC - 16 Feb – TBC - 16 March - TBC
13.	<p>CORRESPONDENCE RECEIVED - Clerk</p> <p>August Crime Report – Nothing to report in Leigh.</p> <p>There have been 2 incidents in neighbouring communities.</p>
14	<p>ITEMS OF AN URGENT NATURE – SUBJECT TO CHAIRMAN'S APPROVAL</p>
15	<p>DATE(S) OF NEXT MEETINGS:</p> <p>Please note that the next Leigh Parish Council meeting will be held at the Leigh Village Hall, 7:00 PM, on Tuesday 8th of November 2022.</p> <p>Subsequent meetings (all at 7:00 PM): 10 January 2023 and 14 March.</p> <p>Hall has been booked accordingly.</p>

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BANK RECONCILLIATION			
Council Name	Leigh Parish Council		
Financial Year 22/23	Reconciliation Statement		
Prepared by	Amelie Mahot; Parish Clerk / RFO		
Date	1st September		
Petty Cash Holding	Nil		
Balance per bank statement			
Lloyds Bank 11th of August Balance			£25,172.68
<u>Less unrepresented 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
15-Aug-22	708	£-	VOID CHEQUE
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
		£ 1,115.24	
Unbanked Cash			£ -
Net Bank Balances as of 1st September			£24,057.44
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 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)			£24,057.44