

# LEIGH PARISH COUNCIL

## Minutes of the 14<sup>th</sup> March 2023 Leigh Parish Council meeting (7:00 PM) in Leigh Village Hall

1.	<b><u>APOLOGIES</u></b>  Cllr. A Bennett.																																										
2.	<b><u>MINUTES</u></b>  Minutes of the 10 January 2023 Leigh Parish Council meeting, previously shared and approved by all via email, were signed.																																										
3.	<b><u>DECLARATIONS OF INTEREST</u></b>  There were no declarations of interest.																																										
4.	<b><u>CO-OPTION OF NEW PARISH COUNCILLOR</u></b>  Cllr. C. Dixon proposed the co-option of Mrs Julie Taylor. This motion was seconded by Cllr. C. Adey and agreed unanimously.																																										
5.	<b><u>FURTHER NEW COUNCILLOR SOUGHT</u></b>  5.1. <u>Councillor change</u>  Cllr C. Dixon (email 27 March 2023) confirmed her intention to step down following this meeting.  5.2. <u>Advertisement</u>  Cllr. Humphries proposed to advertise in April edition of WVM for a Leigh parish councillor, for co-option at the 9 May meeting. This motion was seconded by Cllr. J. Taylor and agreed unanimously.																																										
6.	<b><u>APPOINTMENT OF CLERK VICE A MAHOT</u></b>  6.1. <u>Proposal by Cllr S. Humphries</u>  To endorse the appointment of Mr Christopher Cook as the probationary Leigh parish clerk and Responsible Financial Officer (RFO), as from 14 March (with pay, including handover, commencing 1 March). This motion was seconded by Cllr. Dixon and agreed unanimously.																																										
7.	<b><u>FINANCES OVERVIEW</u></b>  7.1. <u>Reconciliation of bank account (see foot of agenda)</u>  No bank reconciliation, the account stands at <b>£ 21,050.10</b> on 6 <sup>th</sup> of March.  The lost PKF cheque was found and cashed, and the PC received the full VAT reclaim for FY21-22 of 447.08  7.2. <u>Sums allocated to various Sub Accounts</u>  On the 6 <sup>th</sup> of March 2022, the sums allocated to the ‘sub accounts’ stood at <table><tr><td>Play Park</td><td></td><td></td><td></td><td></td><td>£ 2,206.87</td></tr><tr><td>Heritage Signage</td><td></td><td></td><td></td><td></td><td>£ 296.53</td></tr><tr><td>Village Green</td><td></td><td></td><td></td><td></td><td>£ 2,116.40</td></tr><tr><td>Community Infrastructure Funds</td><td></td><td></td><td></td><td></td><td>£ 5,979.60</td></tr><tr><td>Repair and Replace Fund</td><td></td><td></td><td></td><td></td><td>£ 3,000.00</td></tr><tr><td>National Lottery Environment Talks Fund</td><td></td><td></td><td></td><td></td><td>£ 1,333.24</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>£ 14,932.64</td></tr></table> This leaves <b>£ 6,117.46</b> for VAR expenditure as per the FY 2022-23 budget.	Play Park					£ 2,206.87	Heritage Signage					£ 296.53	Village Green					£ 2,116.40	Community Infrastructure Funds					£ 5,979.60	Repair and Replace Fund					£ 3,000.00	National Lottery Environment Talks Fund					£ 1,333.24						£ 14,932.64
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8.

APPROVAL OF PAYMENTS

8.1. Invoices Received & Paid

Invoice Date	Payee	Goods / services received	Amount	Budget line
28-02-23	T Holder	Grass Cutting; February	£ 110.00	VG
30-01-23	HAGS Ltd	Replacement Parts	£ 192.00	PP

HAGS was pre-approved in November Minutes, under Playpark.

Grass cutting paid as contracted, per invoice.

It was unanimously agreed that invoices received that arise from and agree with contracts previously agreed, can be paid without further, additional approval.

8.2. Upcoming Payments for Approval

To approve A Mahot March salary (14 March last day of pay): 2 weeks \* 4h \* £11.42 hourly =

To approve C Cook’s clerk salary of £12.28/h (SCP10 NALC scale) from 1<sup>st</sup> of March. Contracted for 4h per week. (12.28 \* 4 \* 52.143) / 12 = £213.44 monthly salary.

To approve establishment of monthly DD/SO for C. Cook as above.

To pre-approve T Holder for payment of grass cutting invoices within contracted amounts, when invoiced.

The payments were proposed to be paid by Cllr. Dixon, seconded by Cllr. Taylor and agreed unanimously.

Date Expected	Payee	Goods / services received	Amount	Budget line
03-04-23	A Mahot	Clerk salary up to 14 <sup>th</sup> March	£ 91.36	VAR
01-04-23	C Cook	Clerk Salary March	£ 213.44	VAR
01-05-23	C Cook	Clerk Salary April	£ 213.44	VAR

9.

PLANS FOR KING CHARLES III CORONATION

Weekend of 6<sup>th</sup> to 8<sup>th</sup> May 2023 – It was proposed by Cllr. Adey that the Council provide the sum of up to £500 towards the cost of the Coronation party team project. This was seconded by Cllr. Humphries and agreed unanimously. It was further agreed that this sum be taken from the VAR funds.

10.

ONLINE BANKING

10.1. Update to Financial Regulations.

It was agreed that these would be considered at the July meeting. Cllr. Humphries undertook to check these and report to the meeting.

10.2. Electronic payments Process - Authorisations

It was proposed by Cllr. Adey, seconded by Cllr. Dixon and agreed

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	<p>unanimously that:</p> <p>The incoming RFO, Christopher Cook, becomes the administrator and signatory.</p> <p>Once Mr Cook has been established as above, that the following be removed from the list of signatories: Amelie Mahot and Cllr. Dixon.</p> <p>Cllr. Steve Humphries be added to the list of signatories.</p> <p>Cllr Bennett and Cllr M Read are to remain on the list of signatories.</p> <p>The proposal was seconded by Cllr. Dixon and agreed unanimously.</p>
11.	<p><b><u>PROGRESS OF INTERNAL AUDIT RECOMMENDATIONS</u></b></p> <p>11.1. <u>Current 'Contracts and Leases' (as per tab on Council Finance Spreadsheet)</u></p> <ul style="list-style-type: none"> <li>- Snow ploughing contract update: Cllr A Bennett is in discussion with Jason Griffin (Church Farm, Batcombe) for a contract revision.</li> <li>-Current charge £38 per hour when called upon.</li> </ul> <p>This matter is ongoing and will be reported on at the next Parish Council meeting.</p>
12.	<p><b><u>PLAYPARK</u></b></p> <p>12.1. <u>RoSPA Playsafety pick up points</u></p> <p>12.2. <u>Future equipment project</u></p> <p>Cllr. Adey has undertaken extensive research into what has happened elsewhere, what equipment is available and what local residents would ideally wish for.</p> <p>Cllr. Adey has then identified 7 items that meet both the desirability criteria and the relevant health and safety requirements.</p> <p>The funding for the equipment will be covered by £2,398 from the Playpark sub-account, £4,782 from the CIL sub-account and £6,464 from the Playpark Committee. An immediate payment of £8,493.60 is to be made from the LPC bank account to cover the invoice already received from Active garden Ltd.</p> <p>Cllr. Adey proposed acceptance of these proposals, Cllr. Vincent seconded the motion and it was agreed unanimously.</p> <p>From among the other options considered;</p> <p>Zip wires would be too expensive.</p> <p>Outdoor gym equipment could not be installed in the play park due to health and safety requirements.</p>
13.	<p><b><u>HIGHWAYS</u></b></p> <p>13.1. <u>Three Gates speed limit application</u></p> <p>There was discussion over speed limits in Leigh and surrounding areas generally but it appears that there is little or no prospect of introducing 40mph limit at Three Gates as the County and the Police do not recognise the necessary degree of danger or frequency of accidents as warranting such a change.</p> <p>It was suggested that the reason for this is because none of the 'near misses' are not reported. The suggestion was that we encourage everyone to report such near</p>

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	<p>misses.</p> <p>Cllr. Dixon also raised the matter of the poor condition of roads between the A37 and the A352. This had been raised frequently by Andrew Little.</p> <p>13.2. <u>Litter Pick – January</u></p> <p>Cllr. Dixon expressed thanks to all who participated, with particular thanks to Andrew Little for all that he did with regard to organisation.</p>
14.	<p><b><u>COUNCIL POLICIES – REVISION</u></b></p> <p>14.1. <u>Website</u></p> <p>Cllr. Adey worked with Amelie Mahot in pulling together all current policies and putting them on the web. It was agreed that a 'Contingency or Emergency Policy' should also be developed. Cllr. Adey suggested the DAPTC be contacted for any model policies. She also suggested DAPTC might be able to provide model Emergency Procedures/Contingency policies.</p> <p>Christopher Cook undertook to contact DAPTC on these.</p> <p>14.2. <u>Next Steps</u></p> <p>Cllr. Adey proposed that we review the policies at the July meeting.</p>
15.	<p><b><u>PARISH CLIMATE CHANGE INITIATIVE</u></b></p> <p><u>Update:</u> Cllr. Dixon informed that the speaker booked had to withdraw due to Covid. An alternative date will be agreed.</p> <p>The whole project does come to an end on 31<sup>st</sup> March 2023.</p> <p>Cllr. Dixon will complete the administration required by the National Lottery Together for Our Planet funder.</p>
16.	<p><b><u>PLANNING</u></b></p> <p>16.1. <u>Applications</u></p> <p>Ameli Mahot updated our contact details with Dorset County Council.</p> <p>The details have now been updated and the County Council has sent the planning applications but none appear to be of relevance to Leigh.</p>
17.	<p><b><u>CORRESPONDENCE RECEIVED</u></b></p> <p>17.1. <u>January Crime Report</u></p> <p>Incidents in neighbouring communities. Nothing to report in Leigh. The break ins at Spar, Yetminster were mentioned.</p>
18.	<p><b><u>PUBLIC PARTICIPATION / URGENT MATTERS</u></b></p> <p>Cllr. Vincent reported that he had attended a meeting of the Yeovil Community Rivers Trust. It was very well attended. Flood proofing and recovery was discussed.</p> <p>It was suggested that the Parish Council reinstate a standing section in the agenda for 'Footpaths and Village Green'. Proposer Cllr. Dixon, seconder Cllr. Adet, unanimous approval.</p>
19.	<p><b><u>OUTGOING VICE CHAIRMAN</u></b></p> <p>A note from the Chairman was read to the meeting, recording Cllr. Bennett's thanks to Cllr. Dixon for her service. There was then a vote of thanks to Cllr. Cate Dixon,</p>

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	proposed by Cllr.
20.	<p><b><u>DATES OF NEXT MEETINGS</u></b></p> <p>Leigh Village Hall, 7:00 PM</p> <ul style="list-style-type: none"><li>- 9<sup>th</sup> May (combined annual Village Meeting (1900), to be followed by PC AGM, and PC meeting)</li><li>- 11<sup>th</sup> July</li></ul>