

WEST MOORS PARISH COUNCIL

MINUTES of the **ANNUAL PARISH COUNCIL MEETING** held on Thursday 24th May 2018 in the Council Chamber, Pavilion, Fryer Field, West Moors at 7.30pm.

PRESENT:

Cllr J Bartley	Cllr M Hawkes	Cllr P Holden
Cllr Mrs C Holmes	Cllr J Lewis	Cllr Mrs J Lovegrove
Cllr C Octon	Cllr Mrs J Octon	Cllr R Smith
Cllr K Wilkes	Cllr Mrs P Yeo	Cllr Ms S Zyga

OTHERS PRESENT: Mrs J Weedon (Clerk)
District Councillor A Clarke and A Skeats
County Councillor D Shortell
1 Member of the Public

APOLOGIES: none

Prior to the meeting members had a presentation from Mr Nick Jackson from Sturts farm about future development plans

18/001 TO ELECT A CHAIRMAN OF THE COUNCIL FOR THE YEAR MAY 2018 TO MAY 2019

Cllr M Hawkes was proposed and seconded, after a vote Cllr M Hawkes was duly elected Chairman to the Council.

18/002 TO RECEIVE THE DECLARATION OF ACCEPTANCE OF OFFICE BY THE CHAIRMAN

Cllr M Hawkes signed the Declaration of Acceptance of Office as Chairman to the Council and the Clerk received it.

Cllr M Hawkes then offered a vote of thanks to Cllr Penny Yeo, the outgoing chairman for all her hard work and dedication over the past three years.

18/003 QUESTIONS FROM MEMBERS OF THE PUBLIC

The member of the public stated that the approach road to reach the pavilion was not ideal for residents in mobility scooters. The resident was informed that the road was the responsibility of the MOD and that there was another entrance to the Fryer Field from Station Road that may be more suitable.

18/004 TO ELECT A VICE CHAIRMAN OF THE COUNCIL

Cllr Mrs J Lovegrove and Cllr Mrs C Holmes were proposed and seconded, after a vote Cllr Mrs J Lovegrove was duly elected Vice Chairman to the Council.

18/005 TO RECEIVE DECLARATIONS OF INTERESTS

Cllr Mrs J Lovegrove declared an interest in agenda item 17, accounts for payment.

18/006 TO RECEIVE DORSET COUNTY COUNCILLOR REPORT

Cllr D Shortell informed members that Local Government Reform legislation had now passed through both houses of parliament, however Christchurch Council were still seeking a judicial review. He also informed members that DCC will be selling six county owned farms and that there had not been an increase in fly tipping since the introduction of charges at recycling centres. He then explained that independent consultants has recommended a salary of £175,000 for the new chief executive for the unitary authority. A copy of the written report is available in the parish office.

18/007 TO RECEIVE EAST DORSET DISTRICT COUNCILLORS REPORTS

EDDC councillors' written report contained information on local government reform. Cllr Clarke stated that the parish council required a clear rationale for the transfer of any assets. A copy of the written report is available in the parish office.

Cllr Skeats left the meeting at 7.58pm

18/008 TO APPOINT STANDING COMMITTEES

It was **RESOLVED** that the committees be appointed as follows:

	Finance and GP	Environment	Planning Consultative
1	Cllr J Bartley	Cllr J Bartley	Cllr P Holden
2	Cllr M Hawkes	Cllr M Hawkes	Cllr J Lewis
3	Cllr P Holden	Cllr P Holden	Cllr Mrs J Lovegrove
4	Cllr Mrs C Holmes	Cllr Mrs C Holmes	Cllr C Octon
5	Cllr J Lewis	Cllr J Lewis	Cllr Mrs J Octon
6	Cllr R Smith	Cllr Mrs J Lovegrove	Cllr R Smith
7	Cllr K Wilkes	Cllr C Octon	Cllr K Wilkes
8	Cllr Mrs P Yeo	Cllr Mrs J Octon	Cllr Mrs P Yeo
9		Cllr R Smith	Cllr Ms S Zyga
10		Cllr Mrs P Yeo	
11		Cllr Ms S Zyga	
	<i>Quorum 4</i>	<i>Quorum 4</i>	<i>Quorum 4</i>

18/009 TO APPOINT WORKING PARTY AND OTHER COUNCIL REPOSIBLIITES

It was **RESOLVED** that members are appointed as follows:

Jean Ware Award (3)	Apprentice Award (3)	Social Media Administrators (2)
Cllr Mrs P Yeo	Cllr Mrs P Yeo	Cllr M Hawkes
Cllr K Wilkes	Cllr Mrs C Holmes	vacant
Cllr Mrs C Holmes	Cllr M Hawkes	
Fryer Field T/F group (3 min)	Cemetery WP (3)	Multi Activity Day group (3 min)
Cllr M Hawkes	Cllr J Lewis	Cllr M Hawkes
Cllr Mrs C Holmes	Cllr R Smith	Cllr Mrs J Lovegrove
Cllr Mrs J Lovegrove	Cllr Mrs P Yeo	Cllr C Octon
Cllr K Wilkes		Cllr Mrs J Octon
Cllr C Octon		
Archivist		
Cllr J Bartley		

18/010 TO APPOINT REPRESENTATIVES OF THE COUNCIL TO OUTSIDE BODIES

It was **RESOLVED** that representatives be appointed as follows:

Position	No. of reps required	
DAPTC: Towns and Larger Parishes Committee	2	Cllr Mrs P Yeo and Cllr M Hawkes
Eastern Area Committee	2	Cllr Mrs P Yeo and Cllr K Wilkes
Memorial Hall Council Rep	1	vacant
Youth Club Liaison Rep	1	Cllr Mrs J Lovegrove
Footpath Liaison Officer	1	Cllr Mrs P Yeo
Tree Preservation Officer	1	vacant
Allotment Association Rep	1	Cllr R Smith
Homewatch representative	1	vacant
East Dorset Environment Partnership	1	vacant
Dementia Friends Group	1	vacant

18/011 TO APPROVE AND SIGN MINUTES OF THE PARISH COUNCIL MEETING HELD ON 26th APRIL 2018

Having been circulated, the minutes on pages 2184-2186 were agreed, adopted and signed.

18/012 TO APPROVE AND SIGN MINUTES OF THE EXTRAORDINARY PARISH COUNCIL MEETING HELD ON 17th MAY 2018

Having been circulated, the minutes on pages 2189 - 2190 were agreed, adopted and signed.

18/013 TO APPROVE, ADOPT AND SIGN COMMITTEE MEETING MINUTES

a) **The Report of the Environment committee** held on the 3rd May 2018 pages 2187-2188 as circulated, was confirmed, adopted and signed.

18/014 TO RECEIVE PARISH CLERKS REPORT

a. General Data Protection Regulations (GDPR): New legislation which sets out how personal data is used and protected comes into effect on the 25th May. In order to comply with the new legislation an information audit has been carried out, which details the information held by the parish council, what it is used for, where it is stored, if it is shared and the legal basis for holding it. If there is not a legal basis for holding the information consent has to be sought, if consent is not received the information has to be destroyed. A raft of new policies are in the process of being produced such as a Retention Schedule, Privacy Notices and GDPR Policy, all these documents will be presented at the next Finance and GP meeting for approval. The new legislation stated that a Data Protection Officer (DPO) had to be appointed, however there has been an amendment to the Bill, which will remove all parish and towns councils from the initial requirement that they must appoint a DPO. A practical measure that is taking place in the office is the destruction of lots of old paperwork and emails. A Confidential shredding service has been purchased for this purpose.

Councillors will be asked to complete a questionnaire about the information they hold, whilst working towards being fully compliant.

b. Land Transfer: All tree work has been completed, and the EDDC legal team are progressing the legal paperwork required.

c. Legacy Award Winner Update: Charlette Ayton is doing well she has jumped a seasons best at 5.52m, which gives her entry standard to the English schools athletic competition in the summer.

d. Members are reminded to check their register of Pecuniary Interests and inform the Clerk if there are any changes.

18/015 ANNUAL GOVERNANCE STATEMENT AND STATEMENT OF ACCOUNTS

Members reviewed the annual governance statement and the annual statement of accounts for 2017/18.

Members considered each of the Annual Governance statements and all members agreed that they confirmed to the best of their knowledge and belief that the council complied with all the governance statements. Members then reviewed the figures on the Accounting Statements, it was then

a) **RESOLVED that the Annual Governance Statement for 2017/18 be approved and signed by the Chairman.**

Voting: unanimous

b) **RESOLVED that the Accounting Statements for 2017/18 be approved and signed by the Chairman. A copy of the Accounting Statements is attached to these minutes on page 2195.**

Voting: unanimous

18/016 ACCOUNTS FOR PAYMENT

It was

RESOLVED that the accounts for payment be approved as attached on page 2196 of these minutes. (Cllr’s Hawkes and Holmes to authorise the electronic payments)

Voting: unanimous

18/017 COMMUNITY RIGHT TO BID

Members having been provided with information about the Community Right to Bid discussed various buildings and land that could possibly be submitted under the scheme as an asset of community value. After debate it was

RESOLVED that the West Moors Library, the Park Way Car Park and the Park Way toilets be nominated as an asset of community value and the appropriate forms submitted to EDDC.

Voting: Unanimous

Clerk to action asap

18/018 MULTI ACTIVITY DAY UPDATE

Members received a written report on the progress of the Multi Activity Day from Mrs A Fawcett. The contents were noted.

18/019 MONTHLY LIST OF COMPLAINTS

Members received the monthly list of complaints received at the parish office. The contents were noted.

Cllr Lovegrove also commented that there had been fly tipping in the plantation and that there is currently a ditch in the plantation that is overflowing across the footpath.

18/020 TO RECEIVE CORRESPONDENCE

LGR Magazine – Spring 2018 Issue

18/021 INFORMATION FROM MEMBERS

a) Cllr Mrs P Yeo reported on her attendance at the DAPTC larger towns and parish committee meeting and commented that some of the councils present had not had sight of the DAPTC survey about Local Government Reform.

b) Cllr Mrs J Lovegrove informed members that Oakhurst School had held a Royal Wedding Celebration event and the West Moors Middle School were having a new building installed as a communication hub for children with learning difficulties.

18/022 FUTURE AGENDA ITEMS

Environment agenda – General state of roads and footpaths on the West Moors estates.

The Chairman declared the meeting closed at 8.55pm

The next meeting of the parish council will be held on the 28th June at 7.30 pm.

SIGNED DATE
Chairman

Section 2 – Accounting Statements 2017/18 for

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	105,762	148,031	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	114,134	120,578	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	54,233	96,623	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	45,976	49,984	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	6,938	6,938	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	73,184	176,238	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	148,031	132,072	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	144,575	126,522	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	618,977	679,751	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	74,567	70,134	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
		<input checked="" type="checkbox"/>	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

I confirm that these Accounting Statements were approved by this authority on this date:

and recorded as minute reference:

Signed by Chairman of the meeting where approval of the Accounting Statements is given

**Payment list dated
24.05.18**

Payment method	Invoice amount	Invoice date	Details
EB 25.05	£2,572.55		Staff Salaries - May - Month 2
EB 31.05	£93.60	23.04.18	Charlotte Ayton- Claim 3 for 2017 Jean Ware Award
EB 31.05	£400.80	27.04.18	East Dorset District Council- Payroll service fee for 2018/19
EB 31.05	£119.94	30.04.18	War on Waste - General bin and dog bin emptying for April
EB 31.05	£229.32	01.05.18	War on Waste - Cemetery bin emptying for May-July 2018
EB 31.05	£50.00	13.04.18	DAPTC - Data Protection regulations update 26.03.18 Cllr Yeo & Clerk J Weedon
EB 31.05	£120.00	15.05.18	DAPTC - Introduction training for Councillors Octon and Wilkes
EB 31.05	£27.18	16.05.18	The Roman Group - secure shredding and accident book
EB 31.05	£12.64	15.05.18	Greenbarnes Ltd - Additional keys for notice boards
EB 31.05	£1,554.02	17.05.18	Terrafirma - Grounds Maintenance for April (cemetery and Fryer Field)
EB 31.05	£785.37	17.05.18	HM Revenue and Customs - Tax and NI- May (Month 2)
EB 31.05	£899.62	17.05.18	Dorset County Council - Pension Contributions April (Month 2)
EB 31.05	£150.00	18.05.18	Peter Walker - Internal Audit for end 31st March 18
	£38.00	07.05.18	C M Lovegrove Plumbing - to survey/carry out works to water stain to parish office ceiling tile
Chq 5931	£250.00	21.05.18	C M Lovegrove Plumbing - To replace and install new shower in ladies' WC in pavilion
Total	£7,303.04		

Direct Debits and Debit Card payments

Payment method	Invoice amount	Invoice date	Details
Direct Debit	£83.52	26.04.18	BT- pavilion internet charges 1 Apr to 30 June 18
Direct Debit	£43.87	01.05.18	1st Connect - Parish office line rental & call charges 01.05 to 31.05.18
Debit Card	£406.45	09.05.18	Ebay - New carpet tiles for the Pavilion
Total	£533.84		