

WEST MOORS PARISH COUNCIL

MINUTES of the **PARISH COUNCIL MEETING** held on Thursday 30th August 2018 in the Council Chamber, Pavilion, Fryer Field, West Moors at 7.30pm.

PRESENT:

Cllr M Hawkes - Chairman		
Cllr J Bartley	Cllr P Holden	Cllr Mrs J Lovegrove
Cllr R Smith	Cllr K Wilkes	Cllr Mrs P Yeo

OTHERS PRESENT: Mrs Judi Weedon (Clerk to the Council)
 Mrs Amie Fawcett (Assistant to the Clerk)
 District Councillor A Clarke
 County and District Councillor D Shortell
 1 members of the public

APOLOGIES:

Cllr C Octon	Cllr Mrs J Octon	Cllr Ms S Zyga
District Councillor A Skeats		

18/129 QUESTIONS FROM MEMBERS OF THE PUBLIC

The resident present informed members that he felt that the street lights in Pinehurst Road were coming on too early. The resident was advised to visit the 'lightsonindorset' website to report the issue.

18/130 TO RECEIVE DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS – LOCALISM ACT 2011 – DISPENSATIONS FROM SECTION 31(4)
 None

18/131 TO RECEIVE DORSET COUNTY COUNCIL COUNCILLORS' REPORT

Cllr Shortell reported on the appointment of a new chief executive for the Dorset Unitary Authority, problems highlighted by auditors with the work towards the formation of the unitary authority, Christchurch losing its high court challenge to join with Bournemouth and Poole. Cllr Shortell also reported that he would be attending the induction of Rev Andrew Rowland as Rector of Wimborne Minster on the 5th September.

A copy of the written report is available in the parish office

18/132 TO RECEIVE EAST DORSET DISTRICT COUNCILLORS' REPORT

Cllr Alex Clarke reported on the progress of the community asset transfer and that the original limit of two assets per council had been lifted because EDDC have employed a member of staff to deal with the legal aspects of the transfers. Cllr Clarke stated that any work that is already scheduled in the maintenance program will be carried out prior to any asset being transferred. He further reported on a meeting held with Aster Housing to discuss issues that tenants are having with the housing association, enforcement on park home sites and the travel token scheme. A copy of the written report is available in the parish office.

Cllr Clarke was asked if the bus pass travel before 9.30am would be continuing, he stated that the decision would be made by the new unitary authority.

Cllr Shortell left at 7.50pm

18/133 TO APPROVE AND SIGN MINUTES OF THE PARISH COUNCIL MEETING HELD ON 26th JULY 2018

Having been circulated, the minutes on pages 2239-2242 were agreed, adopted and signed.

18/134 TO APPROVE AND SIGN MINUTES OF THE EXTRAORDINARY PARISH COUNCIL MEETING HELD ON 9th AUGUST 2018

Having been circulated, the minutes on page 2247 were agreed, adopted and signed.

18/135 TO APPROVE, ADOPT AND SIGN COMMITTEE MEETING MINUTES

- a) **The Report of the Planning Consultative committee** held on the 2nd August 2018, pages 2243-2245 as circulated, was confirmed, adopted and signed.
- b) **The Report of the Planning Consultative committee** held on the 23rd August 2018, pages 2248-2250 as circulated, was confirmed, adopted and signed.

18/136 TO RECEIVE PARISH CLERKS REPORT

- a. Land Transfer: correspondence received on the 8th August states that the draft transfer deed is being drawn up and the legal arrangements regarding the development charge by the original land owner are currently being dealt with.
- b. Asset Transfer minute no 17/468 refers: EDDC have sent a letter dated 13th August stating that the assets requested will be transferred to West Moors. Item to appear on agenda.
- c. Asset of Community Value nomination, minute no 18/017 refers: The parish council nomination to list the library and its parking area as an asset of community value has been supported in principle by EDDC corporate team. However, there is a question being raised by the freeholder (DCC) with regards to the library car park. Asset of community value applications for the car park and toilets at Park way have not been submitted as they are now on the list of assets to be transferred to the parish council.
- d. Dorset Community Action: A grant application for Awards for All has now been submitted for funds towards public consultation events for the proposed skatepark redevelopment.
- e. Bus services: Letter has been received for More Bus saying that they will be investigating whether service enhancements can be made in 2019.
- f. Boundary Commission Review consultation minute no 18/096 refers: Comments were submitted via email on the 16th August.
- g. Local Plan Consultation, minute no 18/097 refers: Comments were submitted and can be viewed at <http://ChristchurchEastDorset-consult.dorsetforyou.com/portal/lp-review/lpreview-cbc-optionseddc>
- h. The external audit of the Accounts and Annual Governance Review has been completed by PKF Littlejohn LLP. There were no recommendations. The Notice of Conclusion of Audit has been published and made available on the website and noticeboards.
- i. Training: The Assistant to the Clerk will be attending the Clerks seminar on the 18th September. Members agreed to close the parish office.

18/137 CHAIRMAN'S REPORT

The Chairman reported that he had represented the parish council at the recent funeral of Steven Lugg, former Mayor of Ferndown.

18/138 ACCOUNTS FOR PAYMENT

It was

RESOLVED that the accounts for payment be approved as attached on page 2255 of these minutes. (electronic payments to be authorised by Cllr's Hawkes and Wilkes)

Voting: unanimous

18/139 ASSET TRANSFER UPDATE

Members received an update on the progress of community asset transfer. Members reviewed a letter from East Dorset District Council highlighting Heads of Terms for all asset transfers and explaining what, if any, maintenance would be carried out prior to transfer. Members were requested to confirm if they wished to proceed with each transfer. Members discussed the positives and negatives of each asset to be transferred. Much

discussion took place about the land behind Brook View and if it was of any value to the parish council and the community. After discussion it was

- a) **RESOLVED that the parish council progress with the transfer of assets as detailed:**

Parkway Car Park. *Voting: unanimous*

Parkway toilets. *Voting: unanimous*

Land to rear of Brook View. *Voting: 4 for, 3 against*

Land to rear of Fryer Field. *Voting: unanimous*

Members then went on to discuss the open space located at Weavers which has currently been excluded from the asset transfer process by EDDC pending further research. After discussion it was

- b) **RESOLVED that EDDC be approached again to ask that this portion of land located at Weavers Close to be included in the transfer of assets, with assurances being given that the parish council wish to protect this green space for local residents with the possibility of registering it as a village green.**

Voting: 6 for, 1 abstention

Members further

- c) **RESOLVED that Mr Roger Taylor from Wellers Hedley (Wellers Law Group) be appointed to act on behalf of the parish council in respect of the asset transfers at a cost of approximately £600 per transfer.**

Voting: unanimous

18/140 COMMUNITY EVENT FOR 2019

Members considered holding another community event in 2019. It was noted that many positive comments were received about the event held on 14th July 2018. There was discussion about holding such an event every two years but after discussion it was

- a) **RESOLVED that West Moors Parish Council organise a community event in 2019.**

Voting: 6 for, 1 against

Members then discussed the most appropriate date for holding the event. It was felt that holding the event in August would limit the amount of inclusion for schools and other youth groups. After discussion it was

- b) **RESOLVED that the community event would be held on Saturday 13th July 2019**

Voting: unanimous

Members then reviewed a draft term of reference for the working party organising the community event. After discussion it was

- c) **RESOLVED that the Terms of Reference for the Community Event Working Party as attached on page 2256 be approved.**

Voting: unanimous

18/141 INSURANCE RENEWAL

Members reviewed three quotations provided by Came and Company Insurance brokers for renewal of the parish council insurance. After discussion it was

- RESOLVED to renew the insurance with Axa Inspire at a cost of £2,687.57. Clerk to be given delegated power to sign a 3-year binding long term agreement if a 5% discount on the cost can be achieved.**

Voting: unanimous

18/142 MONTHLY LIST OF COMPLAINTS

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

Members requested that the Clerk approach DCC Highways again to see if anything can be done about parking issues at the A31 end of Pinehurst Road.

18/143 TO RECEIVE CORRESPONDENCE

- a) Thank you letter from the Dorset and Somerset Air Ambulance for the parish councils donation.

18/144 INFORMATION FROM MEMBERS

- a) Cllr Mrs J Lovegrove reported on her attendance at the Youth Club AGM held on the 27th July where a new secretary and treasurer were elected. The Christmas Carols event is being held on the 7th December.
- b) Cllr Bartley asked what the difference is between a Town and a Parish Council. He was informed that legally there is no difference.
- c) Cllr M Hawkes reported that he had completed the installation of the carpet tiles in the pavilion. Members thanked him for his efforts.

18/145 FUTURE AGENDA ITEMS

None

The Chairman declared the meeting closed at 8.45pm

The next meeting of the parish council will be held on the 27th September 2018 at 7.30 pm.

SIGNED DATE
Chairman of the Council

Payments made in between meetings

5940	£250.00	26.07.18	DSAA - donation cheque from MAD 14.07.18
EB 31.08	£2,621.22	20.08.18	Staff Salaries - Aug - Month 5
EB 31.08	£824.32	20.08.18	HM Revenue and Customs - Tax and NI- Aug (Month 5)
EB 31.08	£918.89	20.08.18	Dorset County Council - Pension Contributions Aug (Month 5)
Total	£4,614.43		

Payment list dated**30.08.18**

Payment method	Invoice amount	Invoice date	Details
EB 03.09	£300.00	01.08.18	Vision ICT - Website hosting Oct 18 to Sep 19
EB 03.09	£119.94	31.07.18	War on Waste - general and dog bin emptying for July 18
EB 03.09	£229.32	01.08.18	War on Waste - cemetery bin emptying Aug to Oct 18
EB 03.09	£48.00	15.08.18	War on Waste - Duty of care forms
EB 03.09	£1,554.02	16.08.18	Terrafirma - Grounds Maintenance for July 2018 (Cemetery & Fryer Field)
EB 03.09	£14.05	10.08.18	Bournemouth Water Business - Petwyn water charges 1 Mar to 7 Aug 18
EB 03.09	£23.02	14.08.18	Bournemouth Water Business - Cemetery water charges 13 Feb to 10 Aug 18
EB 03.09	£427.56	20.08.18	Bournemouth Water Business - Fryer Field water and sewerage charges 21 Feb to 16 Aug 18
EB 03.09	£318.73	16.08.18	Peter Ridley Waste Systems - 6 boxes of kitchen caddy bags (120 rolls)
EB 03.09	£318.73		Peter Ridley Waste Systems - 6 boxes of kitchen caddy bags (120 rolls)
EB 03.09	£60.00	20.08.18	Aqua Care- Legionella (Water hygiene) Testing at Pavilion for August 18
EB 03.09	£720.00	29.08.18	PKF Littlejohn LLP - External Audit fee
5941	£100.00	21.08.18	Petty Cash top up
Total	£4,233.37		

Direct Debits and Debit Card payments

Payment method	Invoice amount	Invoice date	Details
DD 09.08	£83.52	26.07.18	BT - Pavilion Broadband 1 July to 30 Sep 18
DD 30.08	£66.86	03.08.18	SSE - Pavilion electricity charges 8 Jun to 1 July 2018
DD 25.08	£47.23	01.08.18	1st Connect - parish office line rental and call charges 01.08 to 31.08
DC 06.07	£72.99	06.07.18	Leisure Insure (LLP) - Insurance for inflatables at MAD
DC 08.08	£50.00	08.08.18	Vinnies trophies - brass plaque for bench on Moorlands Road & signs for Fryer Field play area
Total	£320.60		

Community Event 2019 Working Party

Terms of Reference

Remit

To organise and plan all aspects of the Community event to be held in the summer months of 2019
To meet with the Clerk at regular intervals to agree details regarding the organisation of the annual Family Fun Day event.

Constitution

The working party to be made up of 8 people maximum- currently 4 parish Councillors, The Assistant to the Clerk and 1 member of public. The working party have the authority to invite other people to join who may be able to assist them. The working party must report to the Full Council on a monthly basis.

The Community Event working party has delegated powers to:

- Decide time of the event but the date to be agreed by Full Council.
- Decide on the title of the event.
- Arrange all licensing, insurance and risk assessments for the event day.
- Organise and approve all aspects of the event, within a budget allocation set by the Council
- Design and approve the layout of the event.
- Determine the charges for entry, pitch and stall fees
- Make the decision on which charity to support, if any, but Full Council decide on how much is donated.
- Determine terms and conditions for stall holders and food vendors.
- Source and approve all volunteers for the event.
- Promote the event in appropriate ways necessary to achieve ultimate success on the day.