

WEST MOORS PARISH COUNCIL

MINUTES of the **PARISH COUNCIL MEETING** held on Thursday 31st January 2019 in the Council Chamber, Pavilion, Fryer Field, West Moors at 7.30pm.

PRESENT:

| | | |
|--------------------------|--------------|------------------|
| Cllr M Hawkes - Chairman | | |
| Cllr P Holden | Cllr C Octon | Cllr Mrs J Octon |
| Cllr R Smith | Cllr P Warn | Cllr K Wilkes |
| Cllr Mrs P Yeo | | |

OTHERS PRESENT: Mrs Judi Weedon (Clerk to the Council)
 Mrs Amie Fawcett (Assistant to the Clerk)
 District Councillors A Clarke, A Skeats
 County Councillor D Shortell
 Cllr Mike Dyer

APOLOGIES: Cllr J Bartley Cllr Ms S Zyga
 County Councillor R Bryan

18/316 QUESTIONS FROM MEMBERS OF THE PUBLIC
 None

18/317 TO RECEIVE DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS – LOCALISM ACT 2011 – DISPENSATIONS FROM SECTION 31(4)
 None

18/318 TO RECEIVE DORSET COUNTY COUNCIL COUNCILLORS' REPORT
 Cllr Shortell reported on budget proposals for Dorset Council and council tax harmonisation across the county. He reported that the East Dorset area would see an increase of 0.29% on a Band D council tax charge. He further reported on a Sustrans school street event at West Moors Middle school, which would see the closure of Heathfield Way on the 25th March. Members present informed Cllr Shortell of a previously agreed 'safe route to schools' and suggested that this route should be properly signposted. It was also suggested that the speed limit in Pinehurst Road should be reduced to assist children getting to school on pushbikes.

18/319 TO RECEIVE EAST DORSET DISTRICT COUNCILLORS' REPORT
 Cllr Clarke reported on the concessionary bus pass use before 9.30am, stating that it is in the Dorset Council budget for 2019/20, after which time it will be open for review. He provided an update on strategic housing and reported that grants had been given to provide affordable housing in the district. He further reported on the transfer of assets to town and parish councils and informed members that there is an issue raised by the West Moors parish council solicitor to do with development charges.
 Cllr A Skeats reported on the reopening of Heathlands Community Centre after being refurbished and ward budgets.

Cllr Skeats left at 7.55pm

18/320 TO APPROVE AND SIGN MINUTES OF THE PARISH COUNCIL MEETING HELD ON 20th DECEMBER 2018
 Having been circulated, the minutes on pages 2303-2305 were agreed, adopted and signed.

18/321 TO APPROVE, ADOPT AND SIGN COMMITTEE MEETING MINUTES

a) **The Report of the Planning Consultative committee** held on the 10th January 2019, pages 2306-2307 as circulated, was confirmed, adopted and signed.

- b) **The Report of the Environment committee** held on the 10th January 2019, pages 2308-2313 as circulated, was confirmed, adopted and signed.
Recommendation 18/299a was RESOLVED. Voting: unanimous
Recommendation 18/299b was RESOLVED. Voting: unanimous
- c) **The Report of the Finance and General-Purpose committee** held on the 17th January 2019, pages 2314-2323 as circulated, was confirmed, adopted and signed.
Recommendation 18/310 was RESOLVED. Voting: unanimous

Cllrs Shortell, Clarke and Dyer left the meeting at 8.00pm

18/322 TO RECEIVE PARISH CLERKS REPORT

- a. Land Transfer: A reply has been received regarding a development change on the land, our solicitor advises that we do not have the power to accept a development charge and he has written to EDDC with this information.
- b. Asset Transfer: The parish council solicitor has written to EDDC legal team and is awaiting their reply.
- c. Parish Council Election Information: from 18th March 2019 election nomination forms can be submitted to the elections officer, deadline for submission of election nomination forms is 4pm on the 3rd April. Notification of Persons nominated for election will be published on Thursday 4th April. The election will take place on Thursday 2nd May if the seats on the parish council are contested. Nomination Forms will be available from the parish office. Please note that it is the responsibility of the person nominated to complete the appropriate forms and submit them to the elections officer.
- d. Minute no 18/214 refers: A request from the Parish Council was extended to the Verwood (Three Cross ward) Town Councillors to attend a West Moors Council meeting. It was agreed that this invitation would be more appropriate after the elections in May.
- e. A litter pick has been organised for Saturday 9th March meeting outside the Co-op at 10.30am and finishing at midday. Please attend if you are free. All equipment will be provided and hot drinks will be available from midday. This event has been well publicised
- f. Parish Office: damage by a vehicle to the window in the office has resulted in repairs being required.
- g. Due to recent allegations and accusations made towards members of the environment committee and council staff, professional advice was sought from organisations who assist town and parish councils, and the advice received was that it would be prudent for the council to have an internal audit carried out. This was organised and carried out on the 25th January. The internal auditor concluded that the environment committee had followed due process and acted in accordance with the law. The full report is available in the office.

18/323 CHAIRMAN'S REPORT

The Chairman had nothing to report

18/324 ACCOUNTS FOR PAYMENT

It was

RESOLVED that the accounts for payment be approved as attached on page 2327 of these minutes. (electronic payments to be authorised by Cllr's Hawkes and Wilkes)

Voting: unanimous

18/325 COUNCIL BUDGET AND PRECEPT

Members discussed the budgets as previously presented to committees. Members considered a further addition to the budget to assist the youth club to replace the roof on the youth club building. After debate it was

- a) **RESOLVED that £5,000 be added to the Finance and GP budget for the youth club roof replacement project.**

Voting: unanimous

b) After discussion it was

RESOLVED that the budgets as shown on pages 2328 to 2333 of these minutes are approved

Voting: unanimous

c) It was further

RESOLVED that a precept request of £136,673 for 2019/20 be requested from the billing authority, which equates to a Band D household cost of £44.23 for the year.

Voting: unanimous

18/326 RECRUITMENT OF RESIDENTS TO STAND FOR ELECTION TO THE PARISH COUNCIL

Members received information on how the parish office is advertising the local elections to try and engage members of the local community to stand for election to the parish council in May, using the Democracy Pack produced by the DAPTC. Along with actions already taken members suggested that school PTA's, the Women's Institute, Apprentice and Legacy Award recipients and local residents Associations are sent the information.

18/327 UPDATE: COMMUNITY EVENT IN 2019

Mrs A Fawcett updated members on the progress of Westival organisation. Raffle tickets for the event are now on sale in the office with over 30 prizes available, 2 bands have been booked along with a pop-up bar. Various stalls and activities have been organised.

18/328 MONTHLY LIST OF COMPLAINTS

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

18/329 TO RECEIVE CORRESPONDENCE

- a) Memorial Hall Council minutes from 7th January
- b) Minerals Site Plan: Public Hearing scheduled for Thursday 14th February at 10am in Horton and Charlbury Village Hall

18/330 INFORMATION FROM MEMBERS

- a) Cllr P Warn reported on his attendance at a Home Watch meeting and the Dementia Friendly Action Group. He also reported that he was actively chasing DCC Highways about dropped kerbs and footpaths that are in need of repair.
- b) Cllr R Smith reported that some attention was required to a water tank and a trench line at the allotment site.
- c) Cllr Mrs P Yeo reported on her attendance with Cllr K Wilkes at the DAPTC Eastern Area meeting.

18/331 FUTURE AGENDA ITEMS

None requested

The Chairman declared the meeting closed at 8.55pm

The next meeting of the parish council will be held on the 28th February 2019 at 7.30 pm.

SIGNED DATE

Chairman of the Council

Payments made in between meetings

| | | | |
|--------------|------------------|----------|---------------------------|
| EB 25.01 | £2,852.22 | 25.01.19 | Staff Salaries - Month 10 |
| Total | £2,852.22 | | |

Payment list dated 31.01.19

| Payment method | Invoice amount | Invoice date | Details |
|-----------------------|-----------------------|---------------------|---|
| EB | £854.02 | 18.01.19 | HM Revenue and Customs - Tax and NI - Jan (Month 10) |
| EB | £985.78 | 20.12.18 | Dorset County Council - Pension Contributions - Jan (Month 10) |
| EB | £572.44 | 16.01.19 | Peter Ridley - 12 boxes of Kitchen Caddy bags (240 rolls) |
| EB | £80.00 | 23.11.19 | DAPTC - Budget & Precept course for Cllrs Yeo and Wilkes (09.10.18) |
| EB | £60.00 | 23.01.19 | Aqua Care - Legionella Testing for January 2019 |
| EB | £50.00 | 25.01.19 | Peter Walker - Additional Internal Audit |
| EB | £288.00 | 28.01.19 | CGO Ecology Ltd - Preliminary badger survey at cemetery |
| EB | £316.80 | 28.01.19 | Daniel Neild - Claim 1 for Jean Ware Legacy Award 2018 |
| 5952 | £150.00 | 17.01.19 | EDEP - Grant for 2018/19 Min No 18/313b |
| 5953 | £800.00 | 17.01.19 | Home Start South East Dorset - Grant for 2018/19 Min No 18/313a |
| Total | £4,157.04 | | |

Direct Debits and Debit Card payments

| Payment method | Invoice amount | Invoice date | Details |
|-----------------------|-----------------------|---------------------|---|
| DD | £62.87 | 16.01.19 | BT - Line rental at pavilion Jan 1st to March 31st 2019 |
| DD | £86.40 | 25.01.19 | BT - pavilion internet charges Jan 1st to March 31st 2019 |
| DC | £249.65 | 18.01.19 | New Milton Sand and Ballast - Scalping for BMX area |
| Total | £398.92 | | |

Finance and General-Purpose committee Budget 2019/20

| Code | Source | Budget 2019/2020 |
|---|---------------------------------------|-----------------------------|
| INCOME | | |
| 1010 | Interest - Deposit account | 80.00 |
| 1025 | Dividend - CCLA Property Fund | 4100.00 |
| 1030 | General | 0.00 |
| 1040 | Sales - Dog Waste bags | 320.00 |
| 1045 | Sales - Kitchen Caddy Bags | 4100.00 |
| 1050 | Insurance Claims | 0.00 |
| 1070 | Grants | 0.00 |
| 1080 | Youth Club - Rent and water charges | 100.00 |
| 1090 | 4a Park Way - Rent and insurance | 240.00 |
| Total Committee income | | 8940.00 |
| EXPENDITURE | | |
| 2000 | Salaries | |
| 2000/1 | Administration staff | 43922.00 |
| 2000/2 | Grounds/Other staff | 3103.00 |
| | Overtime fund | 600.00 |
| Total | | 47625.00 |
| Staff salaries | | |
| 2010 | Employers Pension contribution | 9663.00 |
| Employers Pension contributions for staff pensions | | |
| 2020 | Employers NI | 3740.00 |
| Employers National Insurance contributions | | |
| 2030 | Expenses | |
| 2030/1 | Office staff Expenses | 350.00 |
| 2030/3 | Councillors Travel expenses | 200.00 |
| 2030/4 | Chairman's allowance | 75.00 |
| Total | | 625.00 |
| Expenses are mainly for travel and parking costs incurred by staff and councillors. The chairman allowance is a small sum of money set aside for use by the chairman at his/her discretion. | | |
| 2040 | Training | |
| 2040/1 | Clerk/Staff | 600.00 |
| 2200/2 | Councillors | 600.00 |
| Total | | 1200.00 |
| Training budget for employees and councillors. Training includes attending courses, seminars, purchase of books that are required to keep up to date with current legislation etc. | | |
| 2050 | Office & Admin costs | |
| 2050/1 | Non Domestic Rates | 0.00 |
| 2050/2 | Electricity | 650.00 |
| 2050/3 | Phone Charges | 550.00 |
| 2050/4 | Broadband charges | 350.00 |
| 2050/5 | Stationery/Office furniture | 350.00 |
| 2050/6 | Photocopies | 1600.00 |
| 2050/7 | Maintenance inc waste collection | 400.00 |

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| 2050/9 | Water Charges | 130.00 |
| Total | | 4030.00 |
| The cost of running and maintaining the Parish Office. | | |
| 2055 | Loan Repayments | 6940.00 |
| Repayment of £100,000 loan from the Public Works Loans Board in August 2010 for the purchase of 4 Parkway. Loan is fixed interest rate of 3.41% over a 20 year period. Repayments are made twice a year. | | |
| 2060 | IT Costs | |
| 2060/1 | IT Support | 1300.00 |
| 2060/2 | IT Capital | 0.00 |
| Total | | 1300.00 |
| Costs of purchasing any IT equipment. IT support includes annual fee for Finance and Cemetery, payroll software. Mapping software and antivirus. | | |
| 2070 | Insurance | 2850.00 |
| Includes public liability insurance, insurance for parish council assets and equipment. Motor Insurance for tractor. | | |
| 2080 | Petty cash | |
| 2080/1 | Postage | 180.00 |
| 2080/2 | Other | 100.00 |
| Total | | 280.00 |
| Postage of all Council correspondence and various incidental expenditure. | | |
| 2090 | Professional Fees | |
| 2090/1 | Audit | 900.00 |
| 2090/2 | Legal Fees | 1200.00 |
| 2090/3 | Payroll and other | 0.00 |
| Total | | 2100.00 |
| Internal and External audit fee. Incidental legal fees which may occur throughout the year. | | |
| 2100 | Subscription costs | |
| 2100/1 | DAPTC | 1150.00 |
| 2100/2 | SLCC | 230.00 |
| 2100/3 | ICO/ICCM | 200.00 |
| Total | | 1580.00 |
| DAPTC annual subscription, Society of Local Council Clerks, Information Commissioners Office, ICCM | | |
| 2110 | Purchase - Dog Waste bags | 200.00 |
| 2115 | Purchase - Kitchen Caddy Bags | 2500.00 |
| 2120 | Grants | |
| 2120/1 | Section 137 | |
| 2120/1/2 | Others | 1500.00 |
| 2120/1/3 | Jean Ware Legacy Award | 1000.00 |
| 2120/1/4 | Apprentice Scheme | 1000.00 |
| 2120/2 | Section 142 - CAB | 600.00 |
| Total | | 4100.00 |
| Grants for external bodies | | |
| 2130 | Election Expenses | 0.00 |
| To cover any expenses for parish council elections | | |
| 2140 | General & Contingency | 100.00 |
| A small budget for general expenditure/contingencies. | | |

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| 2150 | Advertising and Publicity | 300.00 |
| A small budget to cover the cost of notices that may be required to be placed in newspapers and items advertised in publications. | | |
| 2160 | Website | 300.00 |
| Website Hosting and management with Vision ICT | | |
| 2180 | Remembrance Day Costs | 800.00 |
| Costs for Remembrance Sunday | | |
| 2190 | Youth Club Funding | 18300.00 |
| Funding for West Moors Youth Club. £5000 included for youth club replacement roof project | | |
| 2195 | Service Devolution Budget | 0.00 |
| Funding to cover costs of services taken over by PC from DCC and EDDC | | |
| Total committee expenditure | | 108533.00 |

Environment Committee Budget 2019/20

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| INCOME | | |
| 1100 | Playing Field Fees | |
| 1100/1 | Football | 3600.00 |
| 1100/3 | Multi-Purpose | 7600.00 |
| 1100/4 | Other | 1550.00 |
| 1100/5 | Community Event income | 1500.00 |
| Total | | 14250.00 |
| Income from fees paid by various sports clubs for using the sporting facilities | | |
| 1110 | Cemetery Fees | |
| 1110/1 | Memorial | 4000.00 |
| 1110/2 | Interment | 10000.00 |
| 1110/3 | Purchase Graves | 4000.00 |
| Total | | 18000.00 |
| Income from fees paid by various funeral directors and individuals for interment etc. in the cemetery. | | |
| 1115 | Allotment Rent | 1800.00 |
| Income from allotment rent. | | |
| 1125 | Memorial Benches and Plaques | 100.00 |
| fees from Memorial bench and plaque applications | | |
| TOTAL BUDGETED INCOME | | 34150.00 |

EXPENDITURE

| | | |
|--|--------------------------------|-----------------|
| 3010 | Fryer Field Maintenance | |
| 3010/1 | General | 2400.00 |
| 3010/4 | Contractor fees | 9900.00 |
| Total | | 12300.00 |
| Fryer Field maintenance covers all aspects of keeping the area in a suitable condition for football and general usage. An external contractor is employed to maintain the Fryer Field. | | |
| 3020 | Pavilion Running Costs | |

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|---|---------------------------------------|----------------|
| 3020/1 | Electricity | 550.00 |
| 3020/2 | Water/Sewage | 700.00 |
| 3020/3 | Maintenance | 1000.00 |
| 3020/4 | Legionella Testing | 800.00 |
| 3020/6 | Phone/Broadband | 550.00 |
| Total | | 3600.00 |
| Pavilion running costs include services to the pavilion and maintenance costs required to keep the building in good condition. | | |
| 3030 | Multi Purpose Play Area | |
| 3030/1 | Floodlight Maintenance | 0.00 |
| 3030/2 | General Maintenance | 2800.00 |
| 3030/3 | Electricity | 500.00 |
| Total | | 3300.00 |
| Floodlights around the artificial grass pitch were replaced with LED lights in 2017, floodlights around the tennis courts are not used and were not replaced. Each year funds are set aside for renewal of the artificial grass when it reaches the end of its useful life (approx. 10 years after installation) 2019/20 - £2500 added to general maintenance heading (3020/2) for earmarked fund to cover this cost in the future. | | |
| 3040 | Fencing | 2000.00 |
| To cover any incidental fencing requirements in and around the Fryer Field. Includes £1500 to replace fence along footpath from Station Road to Play area | | |
| 3050 | Fryer Field Play area | |
| 3050/1 | Maintenance | 250.00 |
| 3050/3 | Safety Inspections | 600.00 |
| Total | | 850.00 |
| Maintenance fund for keeping the play equipment in a safe and satisfactory condition. Monthly inspections are carried out plus an annual inspection. Fryer Field was completely refurbished in October 2017. | | |
| 3060 | Oakhurst Play area Maintenance | |
| 3060/1 | Maintenance | 250.00 |
| 3060/3 | Safety Inspections | 450.00 |
| Total | | 700.00 |
| Maintenance fund for keeping the play equipment in a safe and satisfactory condition. Monthly inspections are carried out plus an annual inspection. | | |
| 3070 | Skate park Maintenance | 4000.00 |
| General maintenance of the skate park to ensure it is safe to use. Inspections are carried out monthly as part of the Fryer field play area inspections. Due to the high usage the skate park requires painting twice a year. Additional funds due to wear and tear of equipment. (£2500 for maintenance, £1500 to earmarked fund) | | |
| 3080 | Play Equipment | 4000.00 |
| For replacement play equipment in the future. Monies go in to an earmarked fund | | |
| 3100 | Cemetery Costs | |
| 3100/1 | Non Domestic Rates | 800.00 |
| 3100/2 | Water Charges | 70.00 |
| 3100/3 | Buy Back of Cemetery Plots | 0.00 |
| Total | | 870.00 |
| Rates and water charges for the cemetery | | |
| 3110 | Cemetery Maintenance | |
| 3110/1 | General | 200.00 |
| 3110/2 | Fencing | 300.00 |
| 3110/3 | Gravel | 350.00 |
| 3110/7 | Refuse collection service | 850.00 |
| 3110/8 | Contractor Fees | 6600.00 |
| Total | | 8300.00 |

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| Cemetery maintenance covers all aspects of work that is required to ensure the cemetery is kept neat and tidy. It also includes funds to carry out any works to improve/replace the area. Refuse collection is carried out weekly. | | |
| 3120 | Memorial Inspections | 360.00 |
| Memorial Inspections are required every 5 years. The last inspection was in April 2014. In order to ensure there are sufficient funds to carry out the inspections in 2019 an earmarked fund is held. | | |
| 3130 | Lych-gate Maintenance | 900.00 |
| For the maintenance of the Lych-gate at the entrance to the cemetery. | | |
| 3140 | Petwyn Maintenance/improvements | 250.00 |
| Budget for maintenance and improvement to the Petwyn Village green. Includes water charges for stand pipe located on the Petwyn. | | |
| 3150 | Allotments | 1000.00 |
| allotment maintenance and improvements | | |
| 3160 | Tree Maintenance | 2500.00 |
| Funds for the maintenance of all trees on parish land. A rolling maintenance program is in place for trees on parish council land. | | |
| 4000 | Public seats | |
| 4000/1 | Maintenance | 500.00 |
| 4000/2 | Purchase | 0.00 |
| Total | | 500.00 |
| For the repair/maintenance/replacement/addition of public seats in the village. | | |
| 4010 | Bus Shelters | |
| 4010/1 | Maintenance | 250.00 |
| 4010/2 | Purchase | 0.00 |
| Total | | 250.00 |
| Budget for the maintenance of Parish Council owned Bus shelters. August 2017 - replacement shelters at Castleman Court and opposite Queens Close. | | |
| 4020 | Street Furniture (Inc. Dog Bins) | |
| 4020/1 | Maintenance | 150.00 |
| 4020/2 | Purchase | 0.00 |
| Total | | 150.00 |
| Repairs/maintenance/purchase of welcome signs, dog bins, refuse bins. | | |
| 4030 | General | 150.00 |
| A general contingency fund for items not specifically covered in the budget | | |
| 4040 | Christmas decorations | 5000.00 |
| Village Christmas decoration costs | | |
| 4070 | Lengthsman | 2800.00 |
| Lengthsman costs | | |
| 4090 | Dog Warden Scheme | 2200.00 |
| Dog warden patrols at Fryer Field. Plus the emptying of Parish Council owned Dog waste bin. | | |
| 4095 | CCTV | |
| 4095/1 | Purchase/Installation | 0.00 |
| 4095/2 | Maintenance | 200.00 |
| Total | | 200.00 |
| CCTV costs | | |
| 4096 | Public Toilets | 8500.00 |
| Park Way toilets - Maintenance, cleaning, consumables, water, sewage, electricity (does not include rates, which will come from reserves) | | |

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| 4097 | Activity Day Costs | 1500.00 |
| 4098 | Fryer Field Development Plan | |
| 4098/1 | BMX regeneration | 5000.00 |
| 4098/2 | Adult Exercise Equipment | |
| 4098/3 | Youth Focus Equipment | |
| 4098/5 | Signage | 0.00 |
| Total | | 5000.00 |
| 4099 | Keep Britain Tidy Events | 50.00 |
| Funds for arranging litter pick events | | |
| TOTAL BUDGETED EXPENDITURE | | 71230.00 |