**MOSTERTON PARISH COUNCIL**

**Draft Minutes of the Council meeting held on Tuesday 20th September 2022 at the Village Hall**

**Present**; Cllr. Chris Lamb (Vice Chair) Chair, Cllr. Angela Bullock and Cllr. Andrew House, with five members of the public in attendance.

**Apologies:** Cllr. Rob Fry (Chair), due to staff shortages at work

The meeting commenced at 7.08 pm

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| **Item No.** | **Date: Tuesday, 20th September 2022** | **Action** |
|  | **Public Discussion of items on the agenda**  No issues were raised. |  |
| **2022/042** | **Present and apologies, Declarations of Interest, Grants of Dispensation:**  None to report. |  |
| **2022/043** | **Report from Local Ward Councillor, Dorset County Council.** Cllr. Knox has sent a number of reports in the past months between the parish council meetings. |  |
| **2022/044** | **Report from Representative of Dorset Police.** PCSO Alex Bishop had sent his apologies and had asked for his brief written report to be presented: *“Fortunately, I have nothing to report crime wise over the last month or so.  For information, there was a campervan and a Land Rover stolen from nearby villages in the last couple of weeks.  The campervan was stolen in Broadwindsor between the 3rd and 5th September and the Land Rover stolen from Drimpton between the 18th and 19th September.  It is not known if these crime are linked, but please be vigilant and report any suspicious activity to us on 101, or online at*[*www.dorset.police.uk*](http://www.dorset.police.uk/)*, or call 999 if you believe a crime is in progress.  Please also consider your security and contact us if you would like any crime prevention advice. I was due to be at the Post Office yesterday,* [19th September 2022], *but was unable to for obvious reasons* [The State Funeral of the late Quenn Elizabeth II]*.  I will next be at the post office on* ***Monday 17th October at 1.30.”*** |  |
| **2022/045** | **Minutes from previous meetings:**  The draft minutes of the meeting held on 12th July 2022 were agreed and signed. |  |
| **2022/046** | **Matters arising from the minutes of the meeting held on 12th July 2022:**  **Minute 2022/034 Report from representative of Dorset Police:** The Clerk reported the reply from PCSO Alex Bishop regarding the council’s query on follow-up to the reports of possible drugs misuse at the playing area. The PCSO had visited the site a couple of times since receiving the query and had not found any further evidence, although an empty vodka bottle was found in the hedging.  **Minute 2022/036(a) Allotment plots:** The Clerk reported that he had written to the current allotment plot holders regarding the proposed earlier start for 2023-2024 financial year to the annual process of allocating the plots. A resident present wished to raise points regarding the Clerk’s email:  (a) it was felt that current plot holders, who have first call on their existing plot and wished to continue into the next year, should not be asked to pay for the hire of the plot three months early, as had been suggested. Therefore, it was agreed that the early start for the process could be applied but with payment for the forthcoming year made as usual at the start of the financial year; current plot holders would be offered first call on renting their plot for the next financial year, but would need to indicate this by the end of January 2022 or otherwise the plot would be offered to the waiting list for the new financial year starting, 1st April.  (b) A number of plots were observed to have been left untended and were now in an untidy state, with weeds impacting on neighbouring plots. It was agreed that the Clerk should write to all the current plot holders referring to this matter and to request that this be remedied as soon as possible. Council members will visit the allotments in late October 2022 and any found still left in an untended and untidy state would lead to the relevant plot(s) being removed from the current plot holder and immediately offered to the waiting list. The Clerk reported, further, that the holders of two plots had not paid for their plots in the current year and that he had not had a reply to an email sent a month previously requesting payment. It was agreed that the Clerk should offer those plot holders a further month to pay the annual fee of £20 and that if still not paid for, the two plots should be removed from the plot holders and immediately offered to the waiting list.  (c) Does the council intend to transfer the income from the plot rentals to the Parochial Parish Council, as was usually the case? Discussion took place on the cost of maintaining the allotment area. It was agreed that the Clerk would discuss with the substantive Chair what would be an appropriate amount to keep back for maintenance work and then to transfer the remainder of the allotment fee income for 2022-2023 to the PCC.  **Minute 2022/036 (b) Defibrillator**: The Clerk had contacted the provider and had received a reply; the annual service contract does not cover re-setting the equipment following use. A copy of a leaflet showing what is covered was attached to the reply and an explanation of what to do following use between annual services was given in the email. A copy of the check guide for the defibrillator and cabinet was also attached.  **Minute 2022/037 Internal Audit Report – VAT Return**: The Clerk reported that he had sent off the VAT reclaim form some weeks previously and has as yet had no reply from the HMRC tax authorities. The Clerk will pursue the matter.  **Minute 2022/037 Internal Audit Report – Review of Risk Assessment:** Covered under a later agenda item.  **Minute 2022/037 Internal Audit Report – Unpaid for allotment plots:** covered under matters arising, above.  **Minute 2022/038 – Sponsorship of Hamstones:** The Clerk reported the total of the generous donations from the Hamstone sponsors, including £1000 from Bands on the Green, £65 sponsorship each for a stone by a number of residents and the donations box in the shop, which together came to a total £2,316.40. The Clerk was asked to email to the council members a sheet showing the income from sponsorship and donations against the cost of the hamstones and the new gate. | Clerk  Clerk/Council Members  Clerk  Clerk/Cllr. R. Fry  Clerk  Clerk |
| **2022/047** | **Proposal for a regular village newsletter.** The Clerk had copied a document from resident Bill Benge on to the council members, regarding his suggestion at the previous meeting for a regular village newsletter. Following discussion the suggestion was agreed, with three issues per year proposed, - October, late March and late June, to coincide with key events in the village. There would be a three-week lead in to allow the drafting of articles, preparation and printing of the newsletter. Bill Benge will act as editor in an unpaid capacity, with expenses, such as materials and printing costs, to be recovered from the council.  Volunteers would be needed for distribution around the villages and to the local farms. | Bill Benge/Council Members |
| **2022/048** | **Play Area – Replacement for the Multiplay Item:**  Following the alert rating given on the multiplay item in the last play area inspection held in May 2022, it was agreed that the best option now was to replace it with a similar structure. The Clerk reported that three play equipment providers (two large national providers and one smaller family provider) had been contacted and had made site visits and spoken with council members and the Clerk to assess the options and produce detailed quotations with options to accommodate the possibility of (a) the council carrying out the dismantle work itself and (b) different surfacing materials. The three quotations had arrived and had been passed to the members some days prior to the meeting with a summary of the quotations produced by the Clerk. Two of the organisations had provided brochures and all three had very good websites. Following detailed discussion, it was agreed that the **Wicksteed Option 3** quotation seemed most appropriate, with the dismantle option removed if the work would be carried out locally. The Clerk was asked to first check with the absent chair, Cllr. Robert Fry, whether he would still be willing to undertake, with support where needed, the dismantle, and ask the supplier, Wicksteed for a detailed summary of what was to be provided under Option 3 and if agreed further by the council, then contact all three providers to let them know the outcome and thank them for their visits and time in providing the quotations. | Clerk |
| **2020/049** | **Risk Assessment Review:** The internal auditor had noted in May 2022 that the Risk Assessment had not been reviewed since January 2021. The Clerk had therefore produced a draft new Risk Assessment for final agreement. The council adopted the revised document with one amendment to section C. “People” - first column: change to “*Residents of and visitors to the village and parish council assets*” from *“Parish council assets and residents of and visitors to, the village”.*  Regarding section E. “Business continuity”, the Clerk was asked to prepare a plan for the next meeting, to include designated persons to handle e.g. emails to the Clerk. The Clerk was also asked to put the item “Insurance” on the next agenda and to bring details of the current policy. Regarding the ongoing vacancy for the fifth councillor, the Clerk was asked to contact Barbara Goode, regarding putting an advertisement in the local Team News. | Clerk  Clerk  Clerk |
| **2022/050** | **Budget for 2023-2024**  The Clerk suggested early preparation for setting the 2023-2024 financial year budget for the parish council. The timeline was to set a provisional budget at the November 2022 meeting and to finalise the budget and set the precept at the January meeting. The members would need to know the likely end of current year financial position for the council, what ongoing commitments are there into the following year and what, if any new developments are planned or being considered for the budget year in question. Other factors might include the significant increase in the previous year’s precept to allow for revisions needed in the play area and the current nationwide cost of living crisis and its impact on local residents. The Clerk was asked to provide a draft budget for provisional approval to the November 2022 meeting. The Clerk was asked to provide a three-year comparative budget statement – actual spend v. budget. | Clerk |
| **2022/051** | **Financial Report:** The Clerk presented a summary of Receipts and payments for the financial year to date which was received and noted. Several items were discussed and explained. The council had £25,615 in the operating account and £12,215 in the Amenities account as at 9th September 2022, a total of £37,830. Forthcoming receipts included the second half of the current year’s precept and the reclaimed VAT for 2021-2022, amounting to a total of around £9,000. Against this, there are six months of ongoing expenditure commitments and the replacement multiplay item and installation and surfacing to cover, the latter likely to cost at least £20,000 net of VAT, (the recent (May 2022) play area inspection report spoke of high risk against industry compliance regulations and multiple remedial work required as soon as possible, or replacement). |  |
| **2022/052** | **Planning:**  The Clerk reported on two recently new planning applications and two tree  applications since the previous meeting, together with an outstanding application  from December 2021, still under officer consideration following comments made by  the parish council, for three properties and a church car park to be built on land at  the top of Orchard Way. The issue of the application in respect of No. 5 Orchard Way,  also still under officer consideration, to move a rear garden wall 2.5 metres towards  the road, raised some concerns, (a) that it was thought that property frontages were  to be free of walls, hedges, etc under the Deeds and covenants at the time of the  development taking place – however, this is a rear garden and not the property  frontage; (b) that there might be some impact on traffic of the wall being so close to  the road. The Clerk was asked to (a) email further details of the application and to (b) ask  the planning officer whether any restrictions on the use of the land had been found  on the original development deeds/covenants. However, a letter to the council had  been received which outlines that the referral to the parish council was for  information only, presumably because this was under a proposed “Certificate of  Lawful Use” rather than a normal planning application. The other items were  received and noted. | Clerk |
| **2022/053** | **Correspondence:**  A report on local correspondence received by the Clerk since the previous regular  meeting (12th July 2022) was received and noted. Regarding the correspondence on  the proposed changes to the No. 6 bus route through the village, a member asked  the Clerk for further clarification on the current situation. | Clerk |
|  | **Public Discussion of Items**  1. A resident present, Bill Benge, referred to the letter from the Village Hall Chair to the parish council regarding possible contributions from the parish council towards Village Hall projects. The council members expressed concerns about the legality of making donations in these circumstances and that the council had made a number of donations already during the past year. The Clerk was asked to check with the Dorset Association of Parish and Town Councils (DAPTC) what is the position on this.  2. New Noticeboard: A resident present spoke on behalf of Cllr Rob Fry to report that the new notice board was now ready and was waiting to be installed. However, the shop, on whose site the current notice board is sited, would prefer to use that site for their own promotions board and asked if the council could site the new board elsewhere. It was proposed that a position by the road on the village green, owned by the parish council, might be suitable and the three councillors present would meet on Thursday evening, 22nd September 2022 to consider the exact spotf Cllr. Fry would be invited to attend. The decision would be notified to the Clerk.  The meeting closed at 8.54pm  **Date of Next Meeting: Tuesday 8th November 2022 at 7.00pm in the Village Hall** | Clerk  Council Members |