**MOSTERTON PARISH COUNCIL**

**Minutes of the Council meeting held on Tuesday 12th July 2022 at the Village Hall**

**Present**; Cllr. Rob Fry (Chair), Cllr. Chris Lamb (Vice Chair), and Cllr. Andrew House, with seven members of the public in attendance.

The meeting commenced at 7.02pm

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| **Item No.** | **Tuesday, 12th July 2022** | **Action** |
|  | **Public Discussion of items on the agenda**  No issues were raised. |  |
| **2022/032** | **Present and apologies, Declarations of Interest, Grants of Dispensation:**  None to report. |  |
| **2022/033** | **Report from Local Ward Councillor, Dorset County Council**  Cllr Rebecca Knox had sent apologies as she had had to attend a Dorset Council meeting. |  |
| **2022/034** | **Report from Representative of Dorset Police**  PCSO Alex Bishop had sent his apologies and had asked for his report to be presented.  The recent arrest on 21st June in the Mosterton area of a person suspected of cultivating a class B drug and possessing a class B drug, following information received, was a good example of what can be done when the police receive good information from local members of public.  Around 15th June a suspicious incident took place outside a property near Mosterton, involving a tree surgeon vehicle lingering near the property.  There have been recent reports of litter and possible use of drugs involving small gas cannisters, left around the Mosterton play area field.  Finally, the theft of car keys in the village had been reported.  PCSO Alex Bishop will next be holding a surgery at the Village Hall on Monday 8th August from 1.30pm.  In respect of the reports of possible misuse of drugs, the Clerk was asked to contact PCSO Bishop to suggest walking around the play area and the nearby field to see whether any further evidence could be found. | Clerk |
| **2022/035** | **Minutes from previous meetings:**  The draft minutes of two meetings were presented as follows:  (a) 10th May 2022 (regular meeting); the minutes were approved and signed off by the Chairman.  (b) 21st June 2022 (extraordinary meeting); the minutes were approved and signed off by the Chairman. |  |
| **2022/036** | **Matters arising from previous meetings:**  **(a) 10th May 2022**  The Clerk reported on a number of actions:   * Minute 2022/15 (b): The Clerk had made contact with PCSO Alex Bishop to ensure liaison was continued after the lengthy period of the parish council being without a Clerk * Minute 2022/18: The administration following the appointment by co-option of Cllr Andrew House had been completed * Minute 2022/15: the Clerk will contact the current allotment plot holders in September regarding the earlier start of the annual allocation of plots process for the financial year 2023-2024 * Minute 2022/23: The Clerk had received a reply from Dorset Highways regarding the tree which residents had felt might be rotting. The County Aboriculturalist had visited the tree and felt that it was not yet in a state to require cutting back.   **(b) 21st June 2022**   * Minute 2022/27: the parish council’s approval of the AGAR returns, including the Internal Audit report, having been completed, the relevant papers were posted onto the website and the requisite documents sent to the external auditor, JKF Littlejohn, on 29th June, both by the deadline. * Minute 2022/28: The Clerk had been in contact with three play area equipment suppliers, with the basic specification to replace the current Multiplay structure, to include a new surface and installation to begin the procurement. * Minute 2022/29: The Clerk reported that the service contract did not appear to cover the cost of re-setting the defibrillator after use. The Clerk was asked to contact the current servicing provider to raise the issue. The issue of training in the use of the defibrillator was raised by a resident and the Clerk was asked to refer to this in his communication with the servicing provider. * Minute 2022/31: The Clerk reported that he had contacted the PCSO over the issue of raising the behavioural issues of local secondary school aged young people as a learning tool. | Clerk  Clerk |
| **2022/037** | **Internal Audit Report for 2021-22 Financial Year (June 2022):**  The Clerk referred to the 2021-2022 Internal Audit Report, which had been presented at the meeting of 21st June 2022 as part of the annual AGAR process and had helpfully included a proposed action plan for the parish council. The 21st June meeting had noted and accepted the report and action plan. In the Plan, the internal auditor had suggested actions, each marked high, medium or low in priority. Those that had been marked high were here presented as a report for approval or for discussion. The Clerk explained that those of a financial nature, items a, b and c, would be discussed under the later agenda item, Financial Report.  (R***eference numbering is from Internal Audit Report Action Plan***):  **(a) 2022-2023 Budget**  **(b) Quarterly Monitoring of the 2022-23 budget: 1st Quarter ending 30th June 2022** (***4.2***)  **(c) Quarterly monitoring of bank reconciliation: 1st quarter ending 30th June 2022** (***1.1***)  **(d) Contingency plan for any future unexpected significant absence of Clerk to enable continuity of business e.g. use of locum or mutual agreement with neighbouring Council** (***2.2****):*  The council agreed the use of a paid locum in the event of a significant absence of the Clerk.  **(e) Approve full list of payments made in 2021-22 to ensure all payments properly approved (2.4):**  The list was received, approved, and signed off.  **(f) VAT Return for 2021-22 checked against invoices to verify amount to reclaim** (***2.6****):*  The Clerk had checked the draft VAT list for 2021-2022 and it was now ready to be submitted. The list was noted. The Clerk will now send off the reclaim paperwork.  **(g) Approve and sign the minutes of meeting on 13th July 2021:** *(****3.2****)* The internal auditor could not find evidence that these minutes had been approved, (no regular meetings held in-year after July 2021).  The minutes were approved and signed off.  **(h) Review of Risk Assessment:** The annual review had not been not carried out in 2021-22, (no regular meetings held in-year).  Members will review this and let the Clerk have any ideas on improvements. The Clerk will progress the review and present a final draft at next meeting in September for final sign off.  **(i) Ensure all unpaid allotment plots 2021-22 are invoiced and the rent collected: (5.1**)  The Clerk was asked to follow up with any-then allotment plot holders in the 2021-2022 financial year who had not paid the-then allotment fee of £15.00. The Clerk reported that he would be following up non-payment in the current year by two plot holders, however, the picture was much better in the current year, with all 17 plots occupied and all but two paid-up. | Clerk  Members and Clerk  Clerk |
| **2022/038** | **Update on Village Green and Sponsorship of Ham Stones:**  The Chairman outlined the response made by the Parish Council to the recent incursion onto the Village Green by a group of travellers. With the help of Dorset County officers, the Police and local residents, the group had been evicted, the Green cleared, cleaned up and made good, and a preventive barrier of ham stones installed and embedded to hinder any future attempted occupation of the Green. An entrance gate, with posts either side, with padlocking, would soon be installed, making any such future incursion a criminal offence. The Ham stones were costly, and a number of residents had kindly sponsored the cost of a stone with others contributing through a bucket for contributions in the shop. The total raised so far had been £870.00 from sponsors and £63.34 in the shop bucket, at this date so far. The Chairman wished to thank the residents for their help, both those involved with the clear-up following the eviction and those generously contributing with sponsorship and via the bucket in the village shop. The Clerk was asked to contact each sponsor to ask whether they would be happy to have their names in the final version of these minutes. Those who agreed would have their names placed in the minutes to mark their contributions. *(Note: this is the latest list of those agreeing to have their names noted in these minutes).*   |  |  |  | | --- | --- | --- | | Jamie and Teresa Ayers | Sharyn and Nigel Brown | Cyril and Barbara Clark | | Sarah and Caroline Childs- Chaffey | Stephen Eldridge | Graham and Teresa Fry | | Andrew House | Emma House | Daphne and Tony Keys | | Gerry and Jane Padget | Mark and Linda Pagett Roger Sullivan | Roger Sullivan | | Malcolm Tyler | Oliver Webb |  |   The Chairman had spoken with the person who will prepare the gateway to the Green, using a strengthened barred gate of timber and two stout posts which would be padlocked. The person would be starting the work shortly and this could take up to a month.  The issue of replacing the noticeboard was briefly discussed, with some debate over the type of display cover, perspex/laminator or glass, primarily as to functionality and visibility. Another resident (not present) is reported to be preparing a costing. This was also likely to be underway shortly. | Clerk |
| **2022/039** | **Financial Report:** (*Items a, b and c relate to actions from the Internal Audit*):  **(a) 2022-2023 Budget:** It was suggested by the internal auditor that, due to the circumstance of there being no clerk in the early part of 2022 preventing a budget from being drawn up, that as a one-off this could be done retrospectively to fit the Precept for 2022-23 set in the emergency meeting on 22nd January 2022. A draft budget was presented, received and approved.  **(b) Quarterly Monitoring of the 2022-23 budget: 1st Quarter ending 30th June 2022** (***4.2***)  A draft Quarterly monitorin g report of the budget was presented, received and approved.  **(c) Quarterly monitoring of bank reconciliation: 1st quarter ending 30th June 2022** (***1.1***)  A draft quarterly mon itoprin g of the bank reconciliation was presented, received and approved.  **(d) Receipts and Payments since the last regular meeting** (10th May 2022).  This summary was presented, received and approved.  The issue of the retention of ownership by the parish council of Chapel Court (the Old Churchyard) was discussed. Although young offenders had cleared it up a few years ago, the land now needed to be maintained and names on plaques, stones need to be cleared. A resident present was willing to carry this out. The Chairman felt that a simple contract was required and that the work would be funded by the council. The contract would be for a five-yearly term.  A resident present explained that the last burial on the land had been carried out in the 1930s. A discussion ensued as to how the ownership had come over to the council and a resident asked whether there was a list of who was buried in the Old Churchyard. The first resident suggested that there was a list of sorts in St Marys, the current church. |  |
| **2022/040** | **Planning:**  The Clerk reported that there had been no new planning applications, decisions, or tree  applications since the start of the year. The one outstanding decision was the late 2021  application for three dwellings on land off Orchard Way Access Road to Church St Marys,  Mosterton DT8 3HJ, which is still under Dorset County officer consideration. The Parish  Council had previously passed comments on this to County via its meeting on 22nd January  2022. |  |
| **2022/041** | **Correspondence:**  A report on local correspondence received by the Clerk since the previous regular meeting (10th May 2022) was received and noted.  A resident present had emailed the Clerk on the outcomes from the successful Jubilee event some weeks earlier, to which the parish council had previously donated £400.00. Due to unexpectedly reduced costs, a small profit has ensued, and the resident wondered what the council would like the PCC to do with the surplus. It was agreed that the PCC should hold on to the surplus to use with another similar event for all the residents.  The Clerk highlighted two other emails: (i) a resident had raised the issue of dog fouling, although this was on private land on which the owner allowed residents to walk their dogs. The parish council had no enforcement powers on dog fouling, although the County Council did have some such powers.  (ii) An email in May 2022 from a Beaminster Museum volunteer regarding the history of the Mosterton Allotments. Although the previous allotments had been on Chedington Lane, members and those present felt that there is very little recorded information on the background. |  |
|  | **Public Discussion of agenda items for next meeting – Tuesday 20th September 2022** (*note change of meeting date from 13th Sept 2023*).  A resident present, Bill Benge, who had led the production of the previous year’s one-off newsletter, suggested a regular quarterly newsletter about the village. This was agreed and Bill Benge and the Clerk were to liaise and report to the next meeting of the council where the item would be on the agenda.  Cllr House raised the issue of a replacement for Paul Hayes, who has now finished his work for the council in maintaining the play area. Thanks were offered to Mr Hayes for this work. Cllr Fry suggested that the council advertise for someone to do this work in the play area and elsewhere. A resident had expressed some views on this and might be willing to do this for a few hours a week; the council could offer payment. The Clerk was asked to convey this to the named individual.  The Clerk asked for any suitable photos available to be sent to him to place on the council’s website. A resident present offered to send something to the Clerk from the Jubilee event.  The meeting closed at 8.40pm  **Date of Next Meeting: Tuesday 20th September 2022 at 7.00pm in the Village Hall** | Clerk; Mr Benge  Clerk  Clerk |