**MOSTERTON PARISH COUNCIL**

**Final Minutes of the Council meeting held on Tuesday 8th November 2022 at the Village Hall**

The meeting commenced at 7.03 pm

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| **Item No.** | **Date: Tuesday, 8th November 2022** | **Action** |
|  | **Public Discussion of items on the agenda**  No issues were raised. |  |
|  | **Present and apologies, Declarations of Interest, Grants of Dispensation:**  **Present:** Cllr. Robert Fry, Chair; Cllr. Chris Lamb; Cllr. Angela Bullock, with five members of the public in attendance.  **Apologies:** Cllr. Andrew House, work-related – due to an annual meeting of milk producers being put back a day to 8th November. |  |
| **2022/054** | **Report from Local Ward Councillor, Dorset County Council.** Cllr. Knox sent apologies and a written report. A key concern for Dorset Council has been the funding for adult social care and a ten-year plan has been developed to make improvements in service delivery, including at the level of local communities. Cllr. Knox has also been involved in the recent discussion over the proposed changes to the No. 6 bus route, Bridport to Yeovil which passes through the village. The key concerns have involved timings around those working in Bridport being able to get there by 9.00am and leave at 5.00pm. The West Dorset Western Area Transport Action Group is working with the operator and Dorset Council on possible solutions, including empty seats on school buses. |  |
| **2022/055** | **Report from Representative of Dorset Police.** PCSO Alex Bishop had sent his apologies and asked for his brief written report to be presented:  *“Further issues have been raised regarding anti-social behaviour (ASB) in the park.  Should there be any incidents where people are causing ASB, please report it to us with any specific concerns about what is happening.  For example, don’t just report noise as the issue, as this is an environmental issue, not one Police will deal with.  Try and specify the noise, such as swearing and shouting/obscene language, if you can see it the use of alcohol, etc.*  *Whilst there hasn’t been an incident locally, there have been a few thefts of catalytic converters across the Bridport section over the last month or so.  This is a national issue as the price of some of the precious metals in them has gone up.  Please be vigilant as this takes seconds to commit with the right cutting tool.  If anyone believes a crime is in progress, please call 999 at the time.  If you wish to report any suspicious activity, again at the time, please call 101.*  *My next engagement at the Post Office will be at 1.30pm on Monday 14th November.”* |  |
| **2022/056** | **Minutes from previous meetings:**  The draft minutes of the meeting held on 20th September 2022 were agreed and signed by the Chair. |  |
| **2022/057** | **Matters arising from the minutes of the meeting held on 20th September 2022:**  **Minute 2022/046 Allotment plots:** The Clerk reported that an email had been sent to the 17 plot holders regarding the untidiness of a few plots. Three plot holders had replied with good reasons for their plots being in this state and confirmed that they would tidy them; two wished to then relinquish their plots which they did so, to two waiting list applicants, transferring on 1st November. The two unpaid-for plots were now paid up. Fee income for the plots was transferred to the PCC, less an amount for general maintenance of the allotment area - £140 was transferred. Cllr. Bullock had visited the allotments in late October and found them in generally good order; she had taken some photographs. A resident present said that some of the plots were still in an untidy state. Cllr. Bullock will be visiting the site again in April 2023. The Clerk will send an email to the plot holders towards the end of November regarding whether or not individual plot holders would be wishing to retain their plots for the new financial year 2023-2024.  **Minute 2022/046 2021-2022 VAT Return:** The Clerk confirmed that the HMRC refund of VAT paid during the previous financial year, had now been paid into the bank operating account - £2857.90 had been refunded.  **Minute 2022/046 Sponsorship of Hamstones:** The Clerk confirmed that the costs of the Hamstones had been £2516 with receipts from generous sponsors and from donations received had come to £2316, leaving only £200 to be funded by the parish council for the stones themselves.  **Minute 2022/046: Proposal for a regular village newsletter:** Bill Benge, a resident who has volunteered to lead the work on producing and distributing a regular newsletter in the village, updated the meeting on progress. A flier has been distributed around the village notifying the forthcoming production of a November issue and requesting support for its distribution.  **Minute 2022/048: Play Area Replacement Multiplay item:** Local volunteers have now carried out the dismantle, restoring the ground to grass whilst awaiting the arrival and installation of the replacement. Grateful thanks for their contribution were offered as this had saved the parish council a considerable charge. Wicksteed, the selected provider, has reported that the installation team should be in contact within six to eight weeks to arrange an installation date for the new item.  **Minute 2022/049: Risk Assessment Review:** This item was on the agenda in respect of an addendum for the risks to “Business Continuity”. Also, the Clerk had circulated the parish council’s current insurance policy, as requested, and reported back on the recent efforts to secure a person to the remaining councillor vacancy; although a local resident had expressed interest and information had been sent and an invitation to attend this meeting, nothing further has been heard.  **Minute 2022/050 Budget for 20213-2024:** This item was on the agenda for discussion.  **Minute 2022/052 Planning Applications:** The Clerk had passed on the query regarding the original covenants around the properties at the lower end of Orchard Way, following a planning application to move a garden wall 2 meters towards the roadway. The application had now been refused and the planning officer advised that no comment could be made on the covenants.  **Minute 2022/053 Correspondence:** Regarding the proposed changes to the No.6 bus route, the Clerk had sent clarification, as requested, by sending on emails from the Chair of Beaminister Town Council and from the West Dorset Western Area Transport Action Group, to the parish council members. The report from Cllr Knox at the start of the meeting added further insight.  **Minute 2022 Public Discussion of items for the next agenda:** With regard to the request from the Village Hall Committee for contributions to various initiatives, the Clerk had received a detailed response as to the issue of parish council grants to external organisations; in effect a general amount can be agreed for the year ahead, with grants to be made against the criteria for applications. This item will be brought to the next meeting, under the budget setting/precept item | Clerk  Bill Benge  Clerk |
| **2022/058** | **Play Area – Replacement Multiplay Item. “**This was dealt with under Matters Arising”, above. The council is awaiting a date from the provider, Wicksteed Leisure Ltd, for installation of the new piece of equipment. |  |
| **2022/059** | **Various Items for Discussion**  **(a) New Noticeboard** – Cllr. Fry reported that the new noticeboard was ready and paid for, waiting to be positioned. He and Cllr House had looked at the likely positioning and suggest that the noticeboard can be positioned between the tree and bench opposite the shop (as the old noticeboard was on land owned by the shop and the new board cannot be placed there). Cllrs. House, Fry and other local volunteers will place the new noticeboard shortly. There may be some further costs in relation to this.  Cllr. Lamb queried how the council should manage the new noticeboard in relation to the many non-council notices, business cards and other private advertising placed on the reverse side of the old noticeboard at present. He suggested that a fee be charge and that the clerk or another person could check the noticeboard at regular intervals, say monthly or quarterly, removing any unpaid for or paid-up but out of date such notices and cards, and administer the fee. The clerk was asked to put the item on the agenda for the next meeting.  **(b) Village General Maintenance and the Green Patch estimate:**  An estimate for undertaking general maintenance work around the village had been received from Green Patch. Members wished to clarify exactly what functions were to be undertaken. Cllr. Fry clarified that this was not a replacement for David Landscapes role, but for occasional clearing and cleaning of and around the village name signs and speed signs, the Garden Stone in the Triangle at Mosterton Cross, the flower display opposite the village shop (unless volunteers were continuing tom look after this, together with hedge cutting as needed and maintenance, including strimming of excess grass around the new village green hamstones, which could have seasonal flowers ground around. All this work could be on two to four occasions around the year.  The Clerk was asked to (i) reply to Green Patch stating that the council has decided to advertise the post to obtain three quotations as is the norm for public bodies and would be pleased to hear from them again at the appropriate time; (ii) to draw up a brief specification as outlined above; (iii) and to advertise as appropriate.  **(c)** **Letter from the Mosterton PCC**: the letter referred to the poor condition of the access way into St Mary’s Church and requesting that the parish council consider undertaking a resurface of this area. Discussion on this indicated that ownership could not be established, as the view was that the owner should undertake this work. The Clerk was asked to investigate via the Land Registry, although it might be difficult or impossible to obtain information on this.  With regard to funding the resurfacing, the request at the previous meeting from the Village Hall Chair, asking whether the parish council would consider contributing funding towards the Village Hall projects and events was also brought into the discussion – see last item under “Matters Arising”, above. The Clerk had received a reply from the DAPTC regarding the use of parish council funding for such situations. The reply had advice including having a systematic approach, with setting a budget for grants in the annual budget and precept setting round, from which local individuals and organisations could apply for a grant for a specified purpose. Both the PCC and the village hall committee requests could then be met, if appropriate.  The clerk was asked to place this item on the agenda of the January 2023 meeting, as part of the budget and precept-setting for 2023-2024 financial year  item.  **(d) Disturbances in the Play area and field at night/Use of CCTV:** There had been a number of complaints over time about noise, litter, empty bottles and canisters strewn around the play area and field, including one evening over the October half term. The PCSO and Police had been involved. There had been no response to the question raised with the Police as to the use of CCTV in a play area/field. The clerk had looked online and found that recent changes to the law might mean that the parish council could now purchase a camera and operate it in the play area under certain conditions. The Clerk was asked to check the legislation, and if not prohibited, then to get a quote for two CCTV cameras, (two, due to the area size of the play area and field), and related systems and installation costs and to put the item on the next agenda for feedback.  **(e) The Woodland Trust:** A resident had contacted the Clerk to ask whether the parish council would consider applying for a grant from the organisation in order to plant trees on the Triangle at Mosterton Cross. However, it was noted that the land belonged to another resident and that therefore the council could not consider planting trees on private land. The Clerk was asked to inform the resident. A resident present asked whether thought had been given to planting a tree for the Queen’s Jubilee, as some other local councils had done, and a member raised the idea of planting a tree for the Coronation in 2023. The Clerk was asked to put “Planting Trees for the Jubilee and/or Coronation” on the agenda for the next meeting  **(f) Installation of ultrafast full fibre broadband in Mosterton:** The clerk had circulated to the members previously (July 5th) an email from the Community Engagement Manager at Gigaclear Ltd, the organisation tasked with building the full fibre network in this area. They have linked Mosterton and Misterton for this part of the development work and wished to have meetings with the local community. Residents present reported that information had recently been posted through letterboxes in at least some parts of the village and Gigaclear had booked a forthcoming meeting in the village hall. | Clerk  Clerk  Clerk  Clerk  Clerk  Clerk  Clerk |
| **2020/060** | **Finance Report:** The clerk had previously circulated the report and now tabled copies. For this meeting, the second quarter (July to Sept inclusive) 2022 bank reconciliation was included with the opening and closing bank balances reconciling with the period’s payments and receipts. Total payments for the quarter were £11,746, including the costs of dealing with the traveller occupation of the village green earlier in the year and preventative measures following the group’s eviction and transfer to an official Dorset Council site under a Section 62 Notice. Receipts were £13,751.88, including the very generous sponsorship and donations towards the new village green ham stones, the second half of this year’s precept and the reclaimed VAT paid by the parish council for goods and services in the previous financial year, 2021-2022.  The total balance at the bank was £45,662.53. Expenditure against this for the rest of the financial year, with no significant further income, includes the new multiplay structure, at £24,858 including VAT of £4,143 which can be reclaimed next year, and regular running costs including clerking, maintenance of the play area/field, allotments area, the SIDS and the village green to the end of the financial year on 5th April. |  |
| **2022/061** | **Draft Budget for 2023-2024:** The Clerk had previously circulated and now tabled a report on the principles of budget setting in the local context together with a sheet of tables showing the budget and outturn for the previous two years and the current year to date (a retrospective “assumed” budget, due to the absence of a clerk/RFO from September 2021 until late April 2022), broken down by cost group; with an estimate of the outturn, together with a suggested budget for the 2023-2024 financial year. Dorset Council had recently sent to all parish and town councils its paper on setting the annual precept for the 2023-2024 financial year; the parish council’s precept form stating the amount required to be collected from the village residents must be submitted by email to Dorset Council by **24th January 2023.** Taking into account the committed fee for the new multiplay structure and its installation, of £24,858, and the estimated cost of ongoing running costs including the clerk/RFO and maintenance of the various parish council owned or rented areas, and retaining a contingency of around £12,200 for future significant equipment repairs or replacement, it seemed that the total costs would likely be similar and that therefore the budget total and precept could be similar to the previous year, which was £14,295. This item will be on the agenda for the next meeting of the parish council, 10th January 2023 to set the final agreed precept for 2023-2024. The Clerk was asked to bring to the meeting for this item a final proposed budget, with all running costs having been estimated for the next year as far as possible. | Clerk |
| **2022/062** | **Insurance:** As requested at the previous meeting, the clerk had previously circulated copies of the parish council’s current insurance policy and certificate and had now tabled copies. The clerk was asked to obtain clarification on the buildings insurance. | Clerk |
| **2022/063** | **Risk Assessment – Addendum on Business Continuity:** The clerk had previously sent and now tabled a copy of (a) the revised Risk Assessment document, presented to and agreed (subject to one addendum) at the last meeting of the parish council and (b) the addendum, on “Business Continuity”. The latter had been raised as a concern in the Internal Audit report earlier in the year given the absence of a clerk from 1st September to 19th April 2022 and the resulting backlog of business that had accumulated. That backlog had now been dealt with by appointing a new clerk. The clerk summarised the addendum paper, which suggested that each council member should take on an area of council business, such as Communication, Finance or Meetings, as well as a specific aspect of business such as Allotments (currently undertaken by Cllr. Bullock) and liaise with the Clerk to learn what is involved. Then, in the event of a longer-term absence of a clerk, each linked council member could deal with the essential business within their linked aspect, thus ensuring that the council kept on top of its workload until the clerk returned or a new clerk was appointed. The Clerk was asked to bring this item to the next meeting to consider the allocation of linked aspects. | Clerk |
| **2022/064** | **Planning:** The Clerk reported back on the query regarding the covenants  relating to a property for which a planning application had been put forward.  Dorset Planning had since refused the application in any case, however, the  Officer had reported that they could not comment on individual covenants.  There had been no further planning applications since the last meeting. |  |
| **2022/065** | **Correspondence Report:** The clerk had previously circulated and now tabled a copy of the Correspondence Report on village-specific correspondence since the last meeting, both sent and received (and not dealt with elsewhere on the agenda). There were no comments |  |
| **2022/066** | **Annual Review of Code of Conduct, Standing Orders and Policies:** The Clerk wished to remind members that policies, including the Code of Conduct ands Standing Orders, had to be reviewed on an annual basis and that that this item would be on the next agenda, please could the members review the documentation online, on the parish council website under the relevant tab ready to bring comments and changes to the next meeting. | Parish Council Members |
|  | **Public Discussion of Items:** No items were discussed |  |

The meeting closed at 8.59pm.

**Date of Next Meeting: Tuesday 10th January 2022 at 7.00pm in the Village Hall**