

At the Annual Council Meeting of **COLEHILL PARISH COUNCIL** held at COLEHILL MEMORIAL HALL on **10 MAY 2016**, at **7.30pm**.

PRESENT

Cllr Susan Cowsill, Chairman  
Cllr Barry Roberts, Vice-Chairman  
Cllrs Gary Adams, Ian Dickins, Linda Dickins, Janet Dover, Tony Holloway, KD Johnson, Helen Lawrence, David Mitchell, Peter Scriven, Emma Urquhart and John Warren.

APOLOGIES

Cllrs Stephen King, Georgina O'Hagan and David Packer.

IN ATTENDANCE

Mrs T Paine – Clerk.

**1.16 APPOINTMENT OF CHAIRMAN**

Cllr Cowsill had been proposed by Cllr Barry Roberts and seconded by Cllr Peter Scriven, and proposed by Cllr David Mitchell and seconded by Cllr KD Johnson.

RESOLVED that Cllr Cowsill be appointed Chairman of the Parish Council for the ensuing year.

**2.16 APPOINTMENT OF VICE-CHAIRMAN**

Cllr Roberts had been proposed by Cllr David Mitchell and seconded by Cllr KD Johnson, and proposed by Cllr Susan Cowsill and seconded by Cllr Emma Urquhart.

RESOLVED that Cllr Roberts be appointed Vice-Chairman of the Parish Council for the ensuing year.

**3.16 DECLARATIONS OF INTEREST**

There were no declarations of interest.

Members were reminded to review their Register Entries to ensure they remained up to date.

**4.16 CHAIRMAN'S REMARKS**

The Chairman thanked the Members for appointing her as Chairman and advised that she had recently attended the Mayor of Wimborne Minster Town Council's Civic Service.

**5.16 APPOINTMENT OF COMMITTEES**

**(a) Finance and General Purposes**

The composition of the Committee was a minimum of 8 Members plus 1 Rota Member.

RESOLVED that Cllrs Susan Cowsill, KD Johnson, Stephen King, David Mitchell, Barry Roberts, Peter Scriven, Emma Urquhart and

John Warren be appointed to serve on the Finance and General Purposes Committee for the ensuing year.

Cllrs Gary Adams, Ian Dickins, Linda Dickins, Janet Dover, Tony Holloway, Helen Lawrence, Georgina O'Hagan and David Packer would be Rota Members.

**(b) Highways and Plans**

The composition of the Committee was a minimum of 8 Members plus 1 Rota Member.

RESOLVED that Cllrs Gary Adams, Susan Cowsill, Ian Dickins, Tony Holloway, KD Johnson, Helen Lawrence, David Mitchell, Georgina O'Hagan, Emma Urquhart and John Warren be appointed to serve on the Highways and Plans Committee for the ensuing year.

Cllrs Linda Dickins, Janet Dover, Stephen King, David Packer, Barry Roberts and Peter Scriven would be Rota Members.

**6.16 APPOINTMENT OF SUB-COMMITTEES**

**(a) Hall Inspection Sub-Committee**

RESOLVED that Cllrs Ian Dickins, KD Johnson, David Mitchell and John Warren be appointed to serve on the Hall Inspection Sub-Committee for the ensuing year.

**(c) Risk Assessment Sub-Committee**

RESOLVED that Cllrs Susan Cowsill, KD Johnson, David Mitchell, Peter Scriven and Emma Urquhart be appointed to serve on the Risk Assessment Sub-Committee for the ensuing year.

**7.16 APPOINTMENT OF WORKING PARTIES/GROUPS**

**(a) New Neighbourhoods' Working Group**

RESOLVED that Cllrs David Mitchell and Emma Urquhart be appointed to serve on the New Neighbourhood Working Group for the ensuing year.

Members APPROVED the membership of Mrs Susan Davies, Reverend Suzanne Pattle and Mr Alan Spencer to the New Neighbourhoods' Working Group.

**(b) Highway Improvement Schemes Working Party**

RESOLVED that Cllrs Susan Cowsill, Ian Dickins, Tony Holloway, KD Johnson, Georgina O'Hagan, Emma Urquhart and John Warren be appointed to serve on the Highway Improvement Schemes Working Party for the ensuing year.

**(c) Devolved Services Working Party**

RESOLVED that Cllrs Susan Cowsill, Linda Dickins, KD Johnson and Stephen King be appointed to serve on the Devolved Services Working Party for the ensuing year.

**8.16 APPOINTMENT OF REPRESENTATIVES**

RESOLVED that the following Members be appointed to represent the Parish Council on the bodies shown:

- (a) **Wimborne Cemetery Joint Management Committee** (Four year term to 2019)  
Cllrs Susan Cowsill and Emma Urquhart
- (b) **East Dorset Environment Partnership**  
Cllr David Mitchell
- (c) **The Greathed Charity Trustees** (Three year term to May 2019)  
Cllrs KD Johnson and David Mitchell
- (d) **DAPTC - Eastern Area Committee**  
Cllrs KD Johnson and Peter Scriven
- (e) **DAPTC - Larger Councils Committee**  
Cllrs KD Johnson and Peter Scriven
- (f) **Partners and Communities Together**  
Cllrs Janet Dover and Emma Urquhart
- (g) **The Reef Management Committee**  
Cllr Stephen King
- (h) **Memorial Hall Management Committee**  
Cllr Ian Dickins

**9.16 PARISH RIGHTS OF WAY LIAISON OFFICER**

RESOLVED that Cllr Peter Scriven be appointed Rights of Way Liaison Officer for the ensuing year.

**10.16 PARISH TREE WARDEN**

RESOLVED that Cllr Stephen King be appointed Tree Warden for the ensuing year.

**11.16 PARISH GYPSY/TRAVELLER LIAISON OFFICER**

RESOLVED that Cllr Susan Cowsill be appointed Gypsy/Traveller Liaison Officer for the ensuing year.

**12.16 HOME WATCH REPRESENTATIVE**

RESOLVED that Cllr Susan Cowsill be appointed Home Watch representative for the ensuing year.

**13.16 HISTORIC ENVIRONMENT LIAISON OFFICER**

RESOLVED that Cllr Peter Scriven be appointed Historic Environment Liaison Officer for the ensuing year.

**14.16 WIMBORNE HISTORY FESTIVAL**

RESOLVED that Cllr Peter Scriven be appointed Wimborne History Festival representative for the ensuing year.

**15.16 PRESS OFFICER**

RESOLVED that Cllr David Mitchell be appointed Press Officer for the ensuing year.

**16.16 EDITORIAL BOARD (for the website, social media and any publications)**

RESOLVED that Cllrs Susan Cowsill, KD Johnson, David Mitchell and Georgina O'Hagan be appointed for the ensuing year.

**17.16 SPEED INDICATOR DEVICE VOLUNTEERS**

RESOLVED that Cllr KD Johnson be thanked for his support in installing the SID in the Parish.

Cllrs I Dickins, Scriven and King advised that Cllr Johnson could call upon them to help if required. The Clerk would distribute the SID installation guidelines.

**18.16 ST MICHAEL'S DIRT INSPECTORS**

RESOLVED that Cllrs KD Johnson, David Mitchell, Georgina O'Hagan, Barry Roberts and Emma Urquhart and the Clerk be thanked for volunteering to inspect St Michael's Dirt.

**19.16 OLIVER'S PARK PLAY AREA INSPECTORS**

RESOLVED that Cllrs Susan Cowsill, Ian Dickins, Georgina O'Hagan, KD Johnson, Stephen King, Helen Lawrence and Emma Urquhart and the Clerk be thanked for volunteering to inspect the Oliver's Park Play Area.

**20.16 BENCH INSPECTORS**

To confirm that those Members listed will inspect the benches as shown:

a	Lapwing Road – Cllr Dickins	g	Cnr of Middlehill Rd/Hayes Ln – Cllr Mitchell
b	St Michael's Church – Cllr L Dickins	h	Wimborne Rd, opp Beaucroft Ln – Cllr Packer
c	Cannon Hill Rd – Cllr Johnson	i	Furzehill, off Cranborne Road – Clerk
d	Five Ways Cross – Clerk	j	Middlehill Road, outside 143 and 145 - Clerk
e	Colehill Post Office, opposite – Cllr L Dickins	k	Leigh Road (Bytheway) – Clerk
f	Corner Pilford Heath Rd – Cllr Mitchell	l	Corner of Weston Road – Clerk

**21.16 GRIT BIN INSPECTORS**

To confirm that those Members listed will inspect the grit bins as shown:

1	Park Homer Drive	Clerk	9	Giddylake (Burts Hill end)	Clerk
2	Heron Drive (Pilford Hth Rd)	Cllr Cowsill	10	Cutlers PI (Jessopp Rd)	Cllr Dover
3	Bridleway (78 Canford Bott)	Cllr O'Hagan	11	Ashmeads Way	Clerk
4	Saddle Close	Cllr Holloway	12	Ashmeads Cl	Clerk
5	Bridleway (Harness Close)	Cllr O'Hagan	13	Olivers Rd/(Olivers Way)	Clerk
6	Glynville Close	Cllr Johnson	14	Lonnen Rd/ (Rotary Cl)	Cllr Urquhart
7	Pilford Hth Rd (Lapwg Rd)	Cllr Dickins	15	Woodview/ (Lonnen Rd)	Cllr Warren
8	Brackenhill Road	Cllr Mitchell			

A full list of current appointments appears as Appendix 1 to these Minutes in the Minute Book.

**22.16 ANNUAL RETURN – YEAR END MARCH 2016**

**SECTION 1 – ANNUAL GOVERNANCE STATEMENT**

The Clerk had circulated a copy of Section 1 of the Annual Return for the year ended 31 March 2016 a copy of which appears as Appendix 2 to these Minutes in the Minute Book.

RESOLVED that the Annual Governance Statement be approved and signed by the Chairman of Council.

**23.16 ANNUAL RETURN – YEAR END MARCH 2016**

**SECTION 2 – ACCOUNTING STATEMENTS**

The Clerk had circulated a copy of Section 2 of the Annual Return for the year ended 31 March 2016 a copy of which appears as Appendix 3 to these Minutes in the Minute Book.

RESOLVED that the Accounting Statements be approved and signed by the Chairman of Council.

**24.16 AUDIT OF PARISH COUNCIL ACCOUNTS**

Members NOTED the Internal Auditor's letter, dated 25 April, which advised that she was satisfied with the controls and procedures that were in place.

**25.16 RECEIVING AGENDAS AND MINUTES BY EMAIL**

To NOTE that Cllrs Gary Adams, Susan Cowsill, Linda Dickins, KD Johnson, Stephen King, Helen Lawrence, David Mitchell, Georgina O'Hagan, David Packer, Peter Scriven and Emma Urquhart gave permission to receive their agendas and minutes by email rather than by post.

**26.16 MINUTES**

The Minutes of the Annual Parish Meeting and the Council Meeting held on 12 April were submitted.

RESOLVED that the Minutes be approved and signed.

**27.16 MATTERS ARISING ON THE MINUTES**

499.16(a) 463.16 Cllr Dover advised that the Cutlers Place residents would like the fence around the land to be removed as they continued to be concerned about an adverse possession claim. Cllr Mitchell said that the Council's solicitor had advised against the Council removing the fence. He also said that in order for an adverse possession claim to be valid the claim needed to be unchallenged and uninterrupted for 12 years. In this case the Council was challenging the claim by maintaining the area and logging the details. Although the solicitor had not been able to trace an owner through Land Registry it did not mean that the land was not owned. The company that could possibly own the land had not responded to any requests for information.

499.16 (b) 485.16 Cllr Roberts said that he wanted to see how the BMX jumps were being measured. He agreed to arrange to meet the lead rider to discuss this.

**28.16 COMMITTEE REPORTS**

(a) HIGHWAYS & PLANS – 26 APRIL

The report of the Meeting was submitted.

516.16 The date for a Speed Watch at Wimborne Road had not been decided upon.

517.16 EDDC had refused planning permission at 29 The Vineries.

RESOLVED that the report be approved and adopted.

(b) FINANCE AND GENERAL PURPOSES – 26 APRIL

The report of the Meeting was submitted.

529.16 Prior to the meeting Cllr King had advised the Clerk that he thought the bench at Oliver's Park could have been renovated by volunteers, rather than a new one purchased, as the metal ends were still in good condition. The Clerk told the Members that when she purchased wood for the finger posts it had cost £500 and that it would have cost a similar sum for the bench. DCC had quoted £600 to renovate the bench or £189 to remove the bench and install a new one. Cllr Johnson said that the bolts and fixings had rusted and that they would have needed replacing as well. The Clerk considered that it was important that the bench was of a certain standard as it was for public use. A new metal bench costing up to £600 was being ordered.

531.16 (a) Letters of thanks had also been received from Colehill Rangers and Life Education Wessex.

RESOLVED that the report be approved and adopted.

**29.16 COUNCILLOR TRAINING**

Members NOTED the training opportunities that were available.

**30.16 EVENT FOR THE QUEEN – 18 JUNE 2016**

Members NOTED the information from the Chairman and Cllr Urquhart regarding the event being arranged jointly by St Michael's Church and the Council to celebrate the Queen's 90<sup>th</sup> Birthday.

**31.16 OLIVER'S PARK PLAY AREA**

Cllr Johnson advised Members on the quotations that he had received for a new piece of play equipment to be installed at the Play Area. The costs were approximately £12,000.

Members considered that more information should be provided and that an idea of what the users of the Park would like should be taken into consideration before any decisions were made. It was AGREED that ideas and expenditure would be considered at a future meeting.

**32.16 MEMBERS' ATTENDANCE 2015/16**

Members NOTED a summary of Members' attendance at Council and committee meetings in 2015/16.

**33.16 REPORTS**

DCC

Cllr Dover reported on the budget setting and on the plans for devolution. She also advised on the Clinical Commissioning Group report regarding Bournemouth A&E. Cllr Dover said that she would be attending the next PACT meeting on 14 July, at 4pm.

EDDC

Cllr Johnson reported that the decision not to participate in the unitary authority options had been overturned. He also reported that plans were underway to sell the Furzehill site.

WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE

A bat walk had recently taken place. The annual meeting would be held in the next few weeks.

COLEHILL MEMORIAL HALL MANAGEMENT COMMITTEE

A defibrillator was going to be purchased.

HOME WATCH

The Chairman would be attending the AGM tomorrow.

WIMBORNE HISTORY FESTIVAL

Work on the barrow was progressing well.

EAST DORSET ENVIRONMENT PARTNERSHIP (EDEP)

Representatives on EDEP now included the Campaign to Protect Rural England, the National Trust, Dorset Wildlife Trust, Avon Heath Country Park, the Forestry Commission and Urban Heath Partnership.

EAST DORSET ANTIQUARIAN

This Group continued to look for possible archaeological sites on planning applications.

COLEHILL LIBRARY

The finances were sound and the auditor had been asked to advise how much money should be kept in reserves. Co.MaD had donated £800 and Cllr Cowsill had joined as a volunteer in the library garden.

EDITORIAL BOARD

An article had been submitted to appear in the next edition of the East Dorset News.

MEETING DELEGATES

A conservation day was being held on 21 May.

Cllrs Johnson and Scriven had attended an AONB planning and landscape meeting.

**34.16 ACCOUNTS FOR PAYMENT**

RESOLVED that the accounts listed in Appendix 4 to these Minutes in the Minute Book be passed for payment and cheques drawn accordingly.

The Meeting ended at 8.54pm.

CHAIRMAN