

At the Annual Council Meeting of **COLEHILL PARISH COUNCIL** held at COLEHILL MEMORIAL HALL on **22 MAY 2018**, at **7.30pm**.

PRESENT

Cllr Barry Roberts, Chairman  
Cllr Emma Urquhart, Vice-Chairman  
Cllrs Gary Adams, Susan Cowsill, Ian Dickins, Linda Dickins, Janet Dover, Charlotte Greening, Tony Holloway, Helen Lawrence, David Mitchell, David Packer, Peter Scriven and Jeff Webb.

APOLOGIES

Cllrs Shane Bartlett, KD Johnson and Stephen King.

IN ATTENDANCE

Mrs T Paine, Clerk.

**1.18 APPOINTMENT OF CHAIRMAN**

Cllr King had been proposed by Cllr Lawrence and seconded by Cllr Greening.

Cllr Roberts had been proposed by Cllr Scriven and seconded by Cllr King, and proposed by Cllr Adams and seconded by Cllr Scriven, and proposed by Cllr Johnson and seconded by Cllr Adams, and proposed by Cllr Mitchell and seconded by Cllr Cowsill.

Cllr Urquhart had been proposed by Cllr Greening and seconded by Cllr Webb.

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

*Cllr Roberts signed the Declaration of Acceptance of Office.*

**2.18 APPOINTMENT OF VICE-CHAIRMAN**

Cllr King had been proposed by Cllr L Dickens and seconded by Cllr I Dickins, and proposed by Cllr Greening and seconded by Cllr Scriven, and proposed by Cllr Scriven and seconded by Cllr Greening.

Cllr Urquhart had been proposed by Cllr Adams and seconded by Cllr Roberts, proposed by Cllr Roberts and seconded by Cllr Johnson and proposed by Cllr Mitchell and seconded by Cllr Cowsill.

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

**3.18 DECLARATIONS OF INTEREST**

There were no declarations of interest.

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

**4.18 CHAIRMAN'S REMARKS**

The Chairman said that letters from East Dorset Citizens Advice and Colehill and Wimborne Youth and Community Centre had been received thanking the Council for the grant aid that had been issued.

**5.18 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, Charlotte Greening, KD Johnson, Stephen King, Helen Lawrence, David Mitchell, Barry Roberts, Peter Scriven, Emma Urquhart and Jeff Webb be appointed to serve on the Finance and General Purposes Committee for the ensuing year.

**(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, Charlotte Greening, Tony Holloway, KD Johnson, Helen Lawrence, David Mitchell, Emma Urquhart and Jeff Webb be appointed to serve on the Highways and Plans Committee for the ensuing year.

**6.18 APPOINTMENT OF SUB-COMMITTEES**

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

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

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

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

**7.18 APPOINTMENT OF WORKING PARTIES/GROUPS**

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

RESOLVED that Cllrs Susan Cowsill, David Mitchell and Emma Urquhart be appointed to serve on the New Neighbourhoods' Working Group for the ensuing year.

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

**(b) Extra Highways Services Working Party**

RESOLVED that Cllrs Susan Cowsill, Ian Dickins, KD Johnson, Stephen King, Helen Lawrence and Emma Urquhart be appointed to serve on the Extra Highways Services Working Party for the ensuing year.

- (c) **Highway Improvement Schemes Working Party**  
RESOLVED that Cllrs Susan Cowsill, Ian Dickins, Charlotte Greening, Tony Holloway, Stephen King, Helen Lawrence, David Mitchell and Emma Urquhart be appointed to serve on the Highway Improvement Schemes Working Party for the ensuing year.
- (d) **Project Management Working Party**  
RESOLVED that Cllrs Gary Adams, KD Johnson, Stephen King, Barry Roberts, Emma Urquhart and Jeff Webb be appointed to serve on the Project Management Working Party for the ensuing year.
- (e) **Local Government and Boundary Review Working Party**  
RESOLVED that Cllrs Susan Cowsill, Helen Lawrence, Charlotte Greening, David Mitchell, David Packer, Emma Urquhart and Jeff Webb be appointed to serve on the Local Government and Boundary Review Working Party for the ensuing year.

*Cllr Roberts advised that he wished to be advised of the meeting dates for this working party so that he could attend if able to.*

**8.18 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 (Deputy: Cllr Stephen King)
- (b) **East Dorset Environment Partnership**  
Cllr David Mitchell (Deputy: Cllr Emma Urquhart)
- (c) **The Greathed Charity Trustees** (Three year term to May 2019)  
Cllrs KD Johnson and David Mitchell (Cllr Janet Dover attends as a County Councillor).
- (d) **DAPTC - Eastern Area Committee**  
Cllrs KD Johnson and Susan Cowsill (Deputy: Cllr Helen Lawrence)
- (e) **DAPTC - Larger Councils Committee**  
Cllrs KD Johnson and Susan Cowsill (Deputy: Cllr Helen Lawrence)
- (f) **Colehill and Stour PACT Panel**  
Cllrs Janet Dover and Emma Urquhart
- (g) **The Reef Management Committee**  
Cllr Stephen King (Deputies: Cllrs Linda Dickins and Emma Urquhart)
- (h) **Memorial Hall Management Committee**  
Cllr Ian Dickins (Deputy: Cllr Helen Lawrence)

- 9.18 PARISH RIGHTS OF WAY LIAISON OFFICER**  
RESOLVED that Cllr Peter Scriven be appointed Rights of Way Liaison Officer for the ensuing year. (Deputy: Cllr KD Johnson)
- 10.18 PARISH TREE WARDEN**  
RESOLVED that Cllr Stephen King be appointed Tree Warden for the ensuing year. (Deputy: Cllr Charlotte Greening)
- 11.18 PARISH GYPSY AND TRAVELLER COMMUNITIES LIAISON OFFICER**  
RESOLVED that Cllr Susan Cowsill be appointed Gypsy and Traveller Communities Liaison Officer for the ensuing year.
- 12.18 HOME WATCH REPRESENTATIVE**  
RESOLVED that Cllr Linda Dickins be appointed Home Watch representative for the ensuing year. (Deputy: Cllr Susan Cowsill)
- 13.18 HISTORIC ENVIRONMENT LIAISON OFFICER**  
RESOLVED that Cllr Peter Scriven be appointed Historic Environment Liaison Officer for the ensuing year. (Deputy: Cllr KD Johnson)
- 14.18 WIMBORNE HISTORY FESTIVAL**  
RESOLVED that Cllr Peter Scriven be appointed Wimborne History Festival representative for the ensuing year. (Deputy: Cllr Jeff Webb)
- 15.18 FAIRTRADE**  
RESOLVED that Cllr Tony Holloway be appointed Fairtrade representative for the ensuing year. (Deputy: Cllr Charlotte Greening)
- 16.18 COLEHILL COMMUNITY LIBRARY**  
RESOLVED that Cllrs Susan Cowsill and Jeff Webb be appointed Colehill Community Library representatives for the ensuing year.  
(Deputy: Cllr Helen Lawrence)
- 17.18 PRESS OFFICER**  
RESOLVED that Cllr David Mitchell be appointed Press Officer for the ensuing year.
- 18.18 EDITORIAL BOARD** (for the website, social media and any publications)  
RESOLVED that Cllrs Susan Cowsill, KD Johnson, David Mitchell, David Packer and Jeff Webb be appointed to the Editorial Board for the ensuing year.
- 19.18 SPEED INDICATOR DEVICE VOLUNTEERS**  
RESOLVED that Cllr KD Johnson be thanked for his support in installing the SID in the Parish.

*The people who could be called upon to help were Cllrs I Dickins, Scriven, King and Webb, and Mr Mike Bartlett.*

**20.18 ST MICHAEL'S DIRT INSPECTORS**

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

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

RESOLVED that Cllrs Ian Dickins, KD Johnson, Stephen King, Emma Urquhart, Jeff Webb and the Clerk be thanked for volunteering to inspect the Oliver's Park Play Area.

**22.18 BENCH INSPECTORS**

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

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

**23.18 GRIT BIN INSPECTORS**

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

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

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

**24.18 ANNUAL RETURN – YEAR END MARCH 2018  
SECTION 1 – ANNUAL GOVERNANCE STATEMENT**

The Clerk had circulated a copy of Section 1 of the Annual Return for the year ended 31 March 2018, 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.

**25.18 ANNUAL RETURN – YEAR END MARCH 2018  
SECTION 2 – ACCOUNTING STATEMENTS**

The Clerk had circulated a copy of Section 2 of the Annual Return for the year ended 31 March 2018, 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.

**26.18 AUDIT OF PARISH COUNCIL ACCOUNTS**

Members NOTED the Internal Auditor's letter, dated 3 May, which advised that she was satisfied with the controls and procedures that were in place. The Members thanked the Clerk for her work on the accounts.

**27.18 EDDC BRIEFING ON THE LOCAL GOVERNMENT REORGANISATION**

RESOLVED that Cllrs Cowsill, King and the Clerk would attend the EDDC briefing on local government reorganisation on 20 August, at 3pm, at the Allendale Community Centre.

**28.18 COLEHILL FAMILY FUN DAY**

Cllr Webb advised that the organiser of the Colehill Family Fun Day had asked whether the Council could be involved with the event this year.

This matter would be deferred to Finance and General Purposes committee on 5 June for further discussion.

**29.18 SPEED INDICATOR DEVICE**

Members NOTED the information from DCC's Safer Travel Officer and decided that this matter should be deferred to Highways and Plans committee on 5 June for discussion.

**30.18 GENERAL DATA PROTECTION REGULATIONS**

The Clerk advised on the work that was taking place to meet the new General Data Protection Regulations and highlighted that all of the information that the Council held fell into the personal data category (name, address, email, telephone number). The Council did not hold any information that was classed as special personal data, such as racial/ethnic origin, religious beliefs, health or sexual orientation etc.

The Clerk had contacted all of the conservation work day volunteers to ask them to opt in to receiving information and was in the process of contacting the BMX permit holders to advise them that their information was being held.

EDDC had taken back the emergency planning folder that the Council was holding on its behalf, but had confirmed that the Council could hold the electoral roll, which was kept in a secure place.

The Clerk advised that the latest information from NALC was that parish and town councils did not need to appoint a Data Protection Officer. NALC had also advised that updates to the model standing orders would be made in due course.

The Clerk further advised that she was following SLCC's guide on retention of documents and would be either shredding some documents or sending them to the Dorset History Centre for archiving.

The Chairman said that the Clerk should ensure that security of the Council's computer was enhanced.

**31.18 MINUTES**

The Minutes of the Annual Parish Meeting and the Council Meeting held on 10 April, and the Special Council Meeting held on 15 May were submitted.

RESOLVED that the Minutes be approved and signed.

**32.18 MATTERS ARISING ON THE MINUTES**

477.18 Cllrs Dover and Packer advised that the EDDC Cabinet Committee would be meeting on 30<sup>th</sup> May 2018 to discuss Council assets, focussing initial discussions on those town and parish councils that had gained quality status.

**33.18 COMMITTEE REPORTS**

(a) HIGHWAYS & PLANS – 17 APRIL

461.18 Cllr Mitchell updated Members on EDDC's Local Plan Review. Cllr Mitchell said that a number of local development proposals had been put forward and a decision on what proposals would be included would be made by the end of the summer, when a consultation would commence.

RESOLVED that the report be approved and adopted.

(b) FINANCE AND GENERAL PURPOSES – 17 APRIL

There were no matters arising.

RESOLVED that the report be approved and adopted.

(c) HIGHWAYS & PLANS – 15 MAY

The report of the Meeting was submitted.

487.18 Cllr Packer noted that DCC would not support an Access Only Order for Dogdean. He suggested that, if not already considered, the resident might wish to investigate Dogdean being designated as a Quiet Lane. The Clerk would mention this to the resident.

RESOLVED that the report be approved and adopted.

**34.18 COUNCILLOR TRAINING**

The Clerk advised that there were no new training opportunities other than the usual training sessions such as finance training or training for new chairmen. She asked that the DAPTC representatives request that DAPTC organise some planning training so that Members could learn about planning issues.

**35.18 MEMBERS' ATTENDANCE 2017/18**

Members NOTED a summary of Members' attendance at Council and committee meetings in 2017/18.

**36.18 REPORTS**

Members NOTED the following information:

- (a) The notes of the Colehill Memorial Hall from Cllr I Dickins
- (b) The notes of the Home Watch AGM from Cllr L Dickins

These reports appear as Appendix 4 to these minutes in the minute book.

Members also NOTED the information from Cllr Dover on EDDC and DCC matters.

**37.18 ACCOUNTS FOR PAYMENT**

RESOLVED that the accounts listed in Appendix 5 to these Minutes in the Minute Book be passed for payment and cheques drawn accordingly.

The Meeting ended at 8.30pm.

CHAIRMAN

DRAFT