



Colehill Parish Council

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9 May 2017

Dear Member

You are summoned to attend the Annual Meeting of **Colehill Parish Council** which will be held at **Colehill Memorial Hall, Cannon Hill Road, Colehill**, on **Tuesday 16 May 2017 at 7.30pm**.

An invitation to attend this meeting has been sent to Cllr Shane Bartlett, the county councillor for Colehill West and Wimborne Minster ward.

Yours faithfully

Clerk

PUBLIC DISCUSSION PERIOD

Members of the public will have an opportunity to raise questions before the meeting starts.

AGENDA

1. Appointment of Chairman

Cllr Barry Roberts

Nominated by Cllr Emma Urquhart, Seconded by Cllr Ian Dickins.
Nominated by Cllr David Mitchell, Seconded by Cllr David Packer.
Nominated by Cllr Stephen King, Seconded by Cllr Linda Dickins.

2. Appointment of Vice Chairman

Cllr Emma Urquhart

Nominated by Cllr David Mitchell, Seconded by Cllr David Packer.
Nominated by Cllr Barry Roberts, Seconded by Cllr David Mitchell.

Cllr Stephen King

Nominated by Cllr KD Johnson, Seconded by Cllr Ian Dickins.

3. Apologies for Absence

The Clerk to report any apologies for absence – Cllrs King and Scriven.

4. Declarations of Interest

In accordance with the Code of Conduct, Members are reminded that any prejudicial interests should be declared. Pro forma for this purpose are available at the meeting.

Members are reminded to review their Register Entries to ensure they remain up to date.

5. Chairman's Remarks

6. Appointment of Committees

- (a) Finance & General Purposes Committee (A minimum of 8 Members plus 1 Rota Member).
- (b) Highways & Plans Committee (A minimum of 8 Members plus 1 Rota Member).

7. Appointment of Sub-Committees

- (a) Hall Inspection Sub-Committee (This Sub-Committee meets annually).
- (b) Risk Assessment Sub-Committee (This Sub-Committee meets annually).

8. Appointment of Working Parties

- (a) New Neighborhoods' Working Group: To approve the Members as Cllrs Mitchell and Urquhart and Mrs Davies and Mr Spencer.
- (b) Highway Improvement Schemes Working Party: (Members need to be on the Highways and Plans Committee).
- (c) Project Management Working Party: To appoint a small number of Members to help the clerk with the tendering process for larger projects and to help with the inspection and signing off of these projects.

9. Appointment of Representatives

To appoint representatives on the bodies shown below. Appointments are annual unless stated. (A full list of Representatives for 2016/17 is attached to the Agenda on blue paper for information).

- (a) Wimborne Cemetery Joint Management Committee (Four year term to 2019) – Two confirm that Cllrs Cowsill and Urquhart still wish to be members
- (b) East Dorset Environment Partnership – One Member
- (c) The Greathed Charity Trustees (Three year term, expires May 2019) – Two Members
- (d) Eastern Area Committee DAPTC - Two Members (Cllr Scriven is happy to continue)
- (e) Larger Councils Committee DAPTC - Two Members (Cllr Scriven is happy to continue)
- (f) Partners and Communities Together - Two Members
- (g) Colehill Memorial Hall Management Committee – One Member
- (h) Rights of Way Liaison Officer – Cllr Scriven is happy to continue.
- (i) Parish Tree Warden – Cllr King is happy to continue.
- (j) Parish Gypsy/Traveller Liaison Officer – One Member
- (k) Home Watch Representative – One Member
- (l) Historic Environment Liaison Officer – Cllr Scriven is happy to continue
- (m) The Reef Management Committee – Cllr King is happy to continue
- (n) Wimborne History Festival Representative – Cllr Scriven is happy to continue
- (o) Press Officer – One Member
- (p) Editorial Board for the website, Facebook, Twitter and any publications (administrators for Facebook are Cllrs Cowsill, Johnson and the Clerk)

- (q) Speed Indicator Device Volunteers
- (r) St Michael's Dirt Inspectors
- (s) Oliver's Park Play Area Inspectors
- (t) Bench Inspectors for the benches located at:

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

- (u) Grit Bin Inspectors for the grit bins located at:

1	Park Homer Drive	9	Giddylake (Burts Hill end)
2	Heron Drive (Pilford Hth Rd)	10	Cutlers PI (Jessopp Rd)
3	Bridleway (78 Canford Bottom)	11	Ashmeads Way
4	Saddle Close	12	Ashmeads Cl
5	Bridleway (Harness Close)	13	Olivers Rd/(Olivers Way)
6	Glynville Close	14	Lonnen Rd/ (Rotary Cl)
7	Pilford Heath Rd (Lapwing Rd)	15	Woodview/ (Lonnen Rd)
8	Brackenhill Road		

10. Annual Return – Year End March 2017

Section 1 – Annual Governance Statement

To approve the Annual Governance Statement of the Annual Return for the year ended 31 March 2017 (copy herewith on yellow paper).

11. Annual Return – Year End March 2017

Section 2 – Accounting Statements

To approve the Accounting Statements of the Annual Return for the year ended 31 March 2017 (copy herewith on yellow paper).

12. Audit of Parish Council Accounts

To note that the internal auditor has reviewed the controls and procedures in place for the completion of the final accounts up to 31 March 2017 (report letter herewith on yellow paper).

13. Fairtrade Community (*Minute 468 refers*)

At the Finance and General Purposes committee Members were informed that the Wimborne Fairtrade town committee wished to include Colehill in the Fairtrade Community. Some Colehill outlets and organisations are already involved and the committee believes that other outlets will wish to follow suit. At present Wimborne Minster Town Council makes a small annual contribution to expenses and Colehill Parish Council would be asked to make a similar contribution, but this is voluntary and according to ability to pay. One Councillor would be required to represent the Council on the Steering Group.

To approve the recommendation from Finance and General Purposes committee that the Council agree to Colehill becoming a Fairtrade Community and to appoint a Councillor to be on the Fairtrade Community Steering Group.

14. Minutes

To confirm Minutes:

- (a) Annual Parish Meeting 4 April (herewith on orange paper)
- (b) Council Meeting 4 April (herewith on cream paper)

15. Any questions arising from Minutes of 4 April

16. Committee Reports

To receive the reports of the following Committees:

- Highways and Plans Committee 11 April (herewith on green paper)
- Finance and General Purposes Committee 11 April (herewith on pink paper)
- Highways and Plans Committee 2 May (herewith on green paper)

17. Councillor Vacancy

A resident has applied for co-option and will be attending an informal interview on 30 May at 7.00pm. The application form will be distributed in time for this date.

To confirm that the Chairman and Cllrs L Dickins and Scriven are able to attend on the 30th to ask the questions.

18. Councillor Training

The Clerk to advise on the training sessions that are being held.

19. Members' Attendance 2016/17

To note the summary of Members' attendance at Council and committee meetings in 2016/17 (available at the meeting).

20. Reports

To receive the following:

- (a) The notes of the Colehill and Stour PACT Panel, held on 16 March (via Cllr Dover).
- (b) County Cllr Steve Butler's report to the DAPTC Eastern Area Committee on 19 April (via Cllr Johnson).
- (c) East Dorset and Christchurch report to DAPTC Eastern Area Committee on 19 April (via Cllr Johnson).

Paper copies of these reports will be on the table at the meeting.

21. Accounts for Payment

To approve the accounts list.

22. Items for Information and Matters for Forthcoming Agenda.

Information:

- Wimborne and Colehill Home Watch – Issue 59 – Summer 2017
- The Dorset Review CPRE Spring 2017