

At the Annual Council Meeting of **COLEHILL PARISH COUNCIL** held at COLEHILL MEMORIAL HALL on **19 MAY 2015** at **7.30pm**

**Present**

Cllr Barry Roberts, Vice-Chairman (Chairman for the meeting).  
Cllrs Ian Dickins, Janet Dover, Tony Holloway, David Mitchell, Georgina O’Hagan, David Packer, Barry Roberts, Peter Scriven, Emma Urquhart and John Warren.

**Apologies**

Cllrs Susan Cowsill, KD Johnson and Stephen King.

**In Attendance**

Mr G Smith presided at the meeting until the successor Chairman was elected.  
Mrs T Paine – Clerk.

**1.15 APPOINTMENT OF CHAIRMAN**

Cllr Cowsill had been proposed by Cllr Johnson and seconded by Cllr Warren.

RESOLVED that Cllr Cowsill be appointed Chairman of the Parish for the ensuing year and that permission be granted for the declaration of acceptance of office to be signed at a later date.

**2.15 APPOINTMENT OF VICE-CHAIRMAN**

Cllr Roberts had been proposed by Cllr Mitchell and seconded by Cllr Johnson.

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

**3.15 DECLARATION OF ACCEPTANCE OF OFFICE FORMS**

The Members present signed their declaration of office forms. It was agreed that those Members who were unable to sign the declaration of office forms before or at the meeting be permitted to sign the form at a later date.

**4.15 DECLARATIONS OF INTEREST**

There were no declarations of disclosable pecuniary interest.

**5.15 MINUTES**

The Minutes of the Annual Parish Meeting and the Council Meeting both held on 14 April were submitted.

RESOLVED that the Minutes be approved and signed.

**6.15 MATTERS ARISING ON THE MINUTES**

There were no matters arising.

**7.15 COMMITTEE REPORT**

Highways and Plans –28 April

The report of the Meeting was submitted.

RESOLVED that the report be approved and adopted.

**8.15 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 Janet Dover, Ian Dickins, Tony Holloway, 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 Susan Cowsill, Tony Holloway, KD Johnson, David Mitchell, Georgina O'Hagan, Peter Scriven, Emma Urquhart and John Warren be appointed to serve on the Highways and Plans Committee for the ensuing year.

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

**9.15 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.

**(b) Land Management Sub-Committee**

RESOLVED that Cllrs Susan Cowsill, KD Johnson, David Mitchell and Barry Roberts and Mrs Lesley Haskins be appointed to serve on the Land Management Sub-Committee for the ensuing year.

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

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

**10.15 APPOINTMENT OF WORKING PARTIES**

**(a) New Neighbourhood Working Group**

Members AGREED to Cllr Packer's proposal that the Core Strategy Working Party be renamed as the New Neighbourhood Working Group and NOTED that Cllr Packer would no longer be a member as he was a member of EDDC's Planning Committee.

RESOLVED that Cllr David Mitchell and Mrs S Davies be appointed to serve on the New Neighbourhood Working Group for the ensuing year.

*Members NOTED that a representative from Wimborne Minster Town Council and two Wimborne residents were also members of the New Neighbourhood Working Group.*

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

RESOLVED that Cllrs Susan Cowsill, 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.

**11.15 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 Environmental Partnership**

Cllr David Mitchell

**(c) The Greathed Charity Trustees** (Three year term to May 2016)

Cllrs KD Johnson and David Mitchell

**(d) DAPTC - Eastern Area Committee**

Cllrs KD Johnson and John Warren

**(e) DAPTC - Larger Councils Committee**

Cllrs KD Johnson and John Warren

**(f) Partners and Communities Together**

Cllrs Janet Dover and John Warren

**(g) Memorial Hall Management Committee**

Cllr Ian Dickins

**12.15 PARISH RIGHTS OF WAY LIAISON OFFICER**

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

**13.15 PARISH TREE WARDEN**

RESOLVED that Cllr John Warren be appointed Tree Warden for the ensuing year.

**14.15 PARISH GYPSY/TRAVELLER LIAISON OFFICER**

RESOLVED that Cllr John Warren be appointed Gypsy Liaison Officer for the ensuing year.

**15.15 HOME WATCH REPRESENTATIVE**

RESOLVED that Cllr John Warren be appointed Home Watch representative for the ensuing year.

**16.15 HISTORIC ENVIRONMENT LIAISON OFFICER**

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

**17.15 PRESS OFFICER**

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

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

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

**19.15 SPEED INDICATOR DEVICE VOLUNTEERS**

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

Cllr Scriven advised that Cllr Johnson could call upon him to help if required. The Clerk would distribute the SID installation guidelines.

**20.15 BMX AND MOUNTAIN BIKE TRAIL REPRESENTATIVES**

RESOLVED that Cllrs KD Johnson, David Mitchell, Georgina O'Hagan and Barry Roberts and the Clerk be thanked for volunteering to inspect the BMX and Mountain Bike trail.

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

**21.15 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 – Clerk             | 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 – Clerk  | k | Leigh Road (Bytheway) – Clerk                 |
| f | Corner Pilford Heath Rd – Cllr Mitchell | l | Corner of Weston Road – Clerk                 |

**22.15 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 (Pilord 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 |    |                            |               |

**23.15 ANNUAL RETURN – YEAR END MARCH 2015**

The Clerk had circulated a copy of the relevant sections of the Annual Return for the year ended 31 March 2015 a copy of which appears as Appendix 2 to these Minutes in the Minute Book.

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

**24.15 AUDIT OF PARISH COUNCIL ACCOUNTS**

Members NOTED the Internal Auditor's letter, dated 21 April, which advised that she was satisfied with the controls and procedures that were in place. She did, however, remind Members that original receipts should always be submitted in order for expenses to be paid out, advising that photocopies were unacceptable and could potentially be misappropriated and claimed elsewhere. The Internal Auditor considered this a minor risk, but wished for it to be accepted as the correct practice.

**25.15 GENERAL POWER OF COMPETENCE**

Cllr Dover proposed, seconded by Cllr Urquhart, that as the Parish Council had met the eligibility criteria of a Qualified Clerk and that as two thirds of the Members had been elected, the Council approve the use of the General Power of Competence. Unanimous.

RESOLVED that Colehill Parish Council having met the eligibility criteria, now declare that the Council is able to use the General Power of Competence.

**26.15 RECEIVING AGENDAS AND MINUTES BY EMAIL**

To NOTE that Cllrs Susan Cowsill, Ian Dickins, KD Johnson, Stephen King, David Mitchell, David Packer, Peter Scriven and Emma Urquhart gave permission to receive their agendas and minutes by email rather than by post.

**27.15 VACANCIES**

The Clerk advised that there were three councillor vacancies and that these would be filled through co-option. Notices advertising the vacancies had been displayed.

RESOLVED that Cllrs Dover and Packer, together with the Chairman, would ask the questions at the informal interviews on 23 June, prior to Highways and Plans Committee.

**28.15 COUNCILLOR TRAINING**

Members NOTED the training opportunities that were available.

**29.15 MEMBERS' ATTENDANCE 2014/15**

Members NOTED a summary of Members' attendance at Council and committee meetings in 2014/15.

**30.15 ACCOUNTS FOR PAYMENT**

RESOLVED that the accounts listed in Appendix 3 to these Minutes in the Minute Book be passed for payment and cheques drawn accordingly.

**31.15 REPORTS**

Dorset County Council

Cllr Dover updated Members on the Dorset Waste Partnership and on the new Care Act.

East Dorset District Council

Cllr Packer reported that Cllr Lugg was the new Chairman and Cllr Shortell was the new Vice Chairman. The councillors who made up the new cabinet system were Cllrs Butler, Dyer, Gibson, Manuel, Monks and Tong.

**32.15 ITEMS FOR INFORMATION**

- (a) The Local Government Boundary Commission had started its review on DCC boundaries. This review would be discussed at Highways and Plans committee on 2 June.
- (b) EDDC had invited a Member to attend the Planning Committee on 26 May regarding the planning application at Leigh Road to form a new highway. As the Parish Council had no objections to this application no Member would be attending.
- (c) Appointing a representative to the Reef committee would be discussed at the next Council meeting.

The Meeting ended at 8.30pm.

CHAIRMAN