

At the Annual Council Meeting of **COLEHILL PARISH COUNCIL** held at COLEHILL VILLAGE HALL on **the 15<sup>th</sup> MAY 2024**, at **7.15pm**.

PRESENT

Cllr KD Johnson, Vice-Chair (Chair for the meeting in the absence of Cllr Davison)  
Cllrs Nigel Bridle Carol Butter, Susan Cowsill, Leslie Gibson, Mark Keniston, Andy Todd and Emma Urquhart

APOLOGIES

Cllrs Clare Davison, Michael Gibbs, Ann Edwards, (All non-business) It was RESOLVED to accept the reasons for the apologies from all members.

IN ATTENDANCE

Mrs Z Caddy, Clerk.

**1.24 APPOINTMENT OF CHAIR**

RESOLVED that Cllr Davison be appointed Chair of the Parish Council for the ensuing year.

*It was further RESOLVED that the Declaration of Acceptance of Office would be permitted to be signed in advance of the next meeting to be chaired by Cllr Davison on her return from abroad in a fortnight.*

**2.24 APPOINTMENT OF VICE-CHAIR**

RESOLVED that Cllr Johnson be appointed Vice-Chair of the Parish Council for the ensuing year.

**3.24 DECLARATIONS OF INTEREST**

There were no declarations of interest. Members were reminded to review their Register Entries to ensure they remained up to date.

**4.24 CHAIR'S REMARKS**

Cllr Johnson (in absence of Cllr Davison) gratefully accepted his position of Vice-Chair and noted that it is some years since he has been in a position of Chair/Vice-Chair within the Council.

**5.24 MINUTES**

The Minutes of the Council Meeting held on 16<sup>th</sup> April, were submitted.  
RESOLVED that the Minutes be approved and signed.

**6.24 MATTERS ARISING ON THE MINUTES**

There were no matters arising.

**7.24 COMMITTEE REPORTS**

- (a) HIGHWAYS, PLANS & THE ENVIRONMENT – 30<sup>th</sup> April 2024  
RESOLVED that the report be approved and adopted.  
There were no matters arising.
- (b) FINANCE AND GENERAL PURPOSES – 30<sup>th</sup> APRIL 2024  
RESOLVED that the report be approved and adopted.  
There were no matters arising.

**8.24 GENERAL POWER OF COMPETENCE**

It was RESOLVED that as the Council meets the eligibility criteria as described in the Localism Act 2011(1) and SI 965 (The Parish Council's General Power of Competence (Prescribed Conditions) Order 2012 (two thirds of members elected and a qualified Clerk) to adopt the General Power of Competence from now until the next relevant Annual Meeting of the Council (2029)

**9.24 APPOINTMENT OF COMMITTEES**

**(a) Finance and General Purposes**

The composition of the Committee is a minimum of 5 Members

RESOLVED that Susan Cowsill, Ann Edwards, Leslie Gibson, KD Johnson, Mark Keniston, Ken Murgatroyd, and Emma Urquhart be appointed to serve on the Finance and General Purposes Committee for the ensuing year.

**(b) Highways, Plans and the Environment**

The composition of the Committee is a minimum of 5 Members

RESOLVED that Nigel Bridle, Susan Cowsill, Clare Davison, Ann Edwards, Michael Gibbs, Leslie Gibson, KD Johnson, Ken Murgatroyd and Emma Urquhart be appointed to serve on the Highways and Plans Committee for the ensuing year.

**10.24 APPOINTMENT OF WORKING PARTIES/GROUPS**

**(a) Governance Working Group**

RESOLVED that Cllrs Leslie Gibson and KD Johnson and be appointed to serve on the Governance Working Party for the ensuing year.

**(b) Hall Inspection Working Group**

RESOLVED that Cllrs Michael Gibbs, KD Johnson and Emma Urquhart be appointed to serve on the Hall Inspection Working Group for the ensuing year.

It was RESOLVED to disband the Olivers Park Working Group as the new play equipment has now been installed.

It was RESOLVED to disband the Coombes Wood working group as well as the Biodiversity Working Group in favour of asking the Highways Plans & Environment Committee to look at forming a Land Management Working Group in the near future.

**11.24 APPOINTMENT OF REPRESENTATIVES**

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

**(a) East Dorset Environment Partnership**

Cllr Clare Davison (Deputy: Cllr Emma Urquhart)

**(b) The Greathed Charity Trustees (Five year term to May 2029)**

Cllrs KD Johnson and Andy Todd

(c) **DAPTC - Eastern Area Committee & Larger Councils Committee**  
Cllrs KD Johnson and Andy Todd (Emma Urquhart as a reserve)

(d) **Wimborne & District PACT Panel**  
Cllrs Ken Murgatroyd and KD Johnson (Cllr Cowsill as a reserve)

(e) **Colehill Village Hall Management Committee**  
Cllr Ann Edwards and Emma Urquhart

- 12.24 PARISH RIGHTS OF WAY LIAISON OFFICER**  
RESOLVED that Cllr Clare Davison be appointed Rights of Way Liaison Officer for the ensuing year. (Deputy: Cllr KD Johnson)
- 13.24 PARISH TREE WARDEN**  
RESOLVED that Cllr Nigel Bridle be appointed Tree Warden for the ensuing year. (Deputy: Cllr Emma Urquhart)
- 14.24 PARISH TRAVELLER COMMUNITIES LIAISON**  
RESOLVED that Cllr Nigel Bridle be appointed the Traveller Communities Liaison for the ensuing year.
- 15.24 HOME WATCH REPRESENTATIVE**  
RESOLVED that Cllr KD Johnson be appointed Home Watch representative for the ensuing year.
- 16.24 HISTORIC ENVIRONMENT LIAISON OFFICER**  
RESOLVED that Cllr Emma Urquhart be appointed Historic Environment Liaison Officer for the ensuing year.
- 17.24 WIMBORNE HISTORY FESTIVAL**  
RESOLVED that Cllr Emma Urquhart be appointed Wimborne History Festival representative for the ensuing year.
- 18.24 SCHOOL LIAISON REPRESENTATIVE**  
RESOLVED that Cllr Emma Urquhart be appointed School liaison representative for the ensuing year.
- 19.24 COLEHILL COMMUNITY LIBRARY**  
RESOLVED that Cllrs Nigel Bridle and Susan Cowsill be appointed Colehill Community Library representatives for the ensuing year.
- 20.24 PRESS OFFICER**  
RESOLVED that Cllr Leslie Gibson be appointed Press Officer for the ensuing year.
- 21.24 EDITORIAL BOARD** (for the website, social media and any publications)  
RESOLVED that Cllrs Leslie Gibson, KD Johnson, Emma Urquhart and Clare Davison be appointed to the Editorial Board for the ensuing year.

**22.24 SPEED INDICATOR DEVICE VOLUNTEERS**

RESOLVED that Cllr KD Johnson, Leslie Gibson and Nigel Bridle be appointed SID volunteers for the ensuing year.

**23.24 ST MICHAEL'S DIRT INSPECTORS**

RESOLVED that Cllrs Clare Davison, Michael Gibbs, Susan Cowsill and the Clerk be thanked for volunteering to inspect St Michael's Dirt.

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

RESOLVED that Cllrs KD Johnson, Leslie Gibson, Susan Cowsill and the Clerk be thanked for volunteering to inspect the Oliver's Park Play Area.

**25.24 BENCH INSPECTORS**

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

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

**26.24 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)	Cllr M Gibbs
2	Heron Drive (Pilford Hth Rd)	Clerk	10	Cutlers Pl (Jessopp Rd)	Cllr Gibson
3	Bridleway (78 Canford Bott)	Cllr N Bridle	11	Ashmeads Way	Cllr Johnson
4	Saddle Close	Cllr N Bridle	12	Ashmeads Cl	Cllr Johnson
5	Bridleway (Harness Close)	Cllr N Bridle	13	Olivers Rd/(Olivers Way)	Cllr Urquhart
6	Glynville Close	Cllr Johnson	14	Lonnen Rd/ (Rotary Cl)	Cllr Urquhart
7	Pilford Hth Rd (Lapwg Rd)	Cllr Cowsill	15	Woodview/ (Lonnen Rd)	Cllr Urquhart
8	Brackenhill Road	Cllr Johnson			

A full list of current appointments appears online.

**27.24 INTERNAL AUDIT OF PARISH COUNCIL ACCOUNTS**

It was NOTED that the internal audit has been completed in respect of the final accounts up to 31 March 2024 and that the auditor was satisfied with the controls and procedures in place. The Members thanked the Clerk for her work on the accounts. This report has been published online and a copy appears as Appendix 1 to these Minutes in the Minute Book

**28.24 ANNUAL RETURN – YEAR END MARCH 2024****SECTION 1 – ANNUAL GOVERNANCE STATEMENT**

The Clerk had circulated a copy of Section 1 of the Annual Return for the year ended 31 March 2024, 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 meeting Chair (Vice Chair Cllr Johnson in the absence of Cllr Davison).

**29.24 ANNUAL RETURN – YEAR END MARCH 2024**

**SECTION 2 – ACCOUNTING STATEMENTS**

The Clerk had circulated a copy of Section 2 of the Annual Return for the year ended 31 March 2024, 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 meeting Chair (Vice Chair Cllr Johnson in the absence of Cllr Davison).

**30.24 PLANNING APPLICATIONS**

From the applications currently listed on [www.colehill.gov.uk](http://www.colehill.gov.uk) no members of the public have requested that any are discussed. Members did review and discuss the following and comments were recorded as follows:

PA NO	ADDRESS & DEVELOPMENT PROPOSED
P/VOC/2024/02600	418 Merrifield, Colehill, Dorset, BH21 7AJ Replacement annexe (with variation to condition 2 of planning approval P/HOU/2022/08027 – To amend plans to reduce the footprint and scale of development)
	No comment

**31.24 COUNCILLOR TRAINING**

The Clerk reminded members re the training sessions that are being held following the election and that everyone is expected to attend.

**32.24 MEMBERS' ATTENDANCE 2023/24**

Members NOTED a summary of Members' attendance at meetings in 2023/24.

**33.24 REPORTS**

Members NOTED the following information:

- (a) The quarterly report from the Citizens Advice Bureau. This reports appears published online <https://edpcitizensadvice.org.uk/about-us/information>

**34.24 ACCOUNTS FOR PAYMENT**

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

**35.24 EXCLUSION OF PRESS AND PUBLIC**

It was proposed, seconded and RESOLVED that in view of the nature of the business to be transacted during the next agenda item it is likely that if a member of the public were present during the following item there would be a disclosure of exempt information involving staff as defined in Part 1 of Schedule 12A on the Local government Act 1972 and they therefore be excluded from the meeting in accordance with Section 1(2) Public Bodies (Admission to Meetings) Act 1960 (as extended by s. 100 of the Local Government Act 1972)

**36.24 STAFF PROBATION AND TRAINING**

It was RESOLVED that the Assistant Clerk has passed the probationary period and has settled in very well. It was further RESOLVED that the Assistant Clerk will be asked to complete the ILCA course which will be paid for by the Council.

The Meeting ended at 8:20 pm

CHAIR