

At the Annual Council Meeting of **COLEHILL PARISH COUNCIL** held via Zoom on **4<sup>th</sup> MAY 2021**, at **7.00pm**.

**PRESENT**

Cllr Emma Urquhart, Chair

Cllr Charlotte Greening, Vice-Chair

Cllrs Derek Baker, Nigel Bridle, Christina Davies, Clare Davison, Andy Gale, Michael Gibbs, Leslie Gibson, KD Johnson, Mark Keniston, Danny Rawles, Andy Todd and Roger Warner

**APOLOGIES**

Cllrs Natalie Borrill, Janet Dover – It was RESOLVED to accept apologies for both members.

Dorset Councillor Maria Roe

**IN ATTENDANCE**

Mrs Z Caddy, Clerk.

**1.21 APPOINTMENT OF CHAIR**

Cllr Urquhart had been proposed by Cllr Gibson and seconded by Cllr Todd.

Cllr Gibson had been proposed by Cllr Johnson and seconded by Cllr Gale.

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

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

**2.21 APPOINTMENT OF VICE-CHAIR**

Cllr Greening had been proposed by Cllr Johnson and seconded by Cllr Warner

Cllr Gibson had been proposed by Cllr Todd and seconded by Cllr Bridle.

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

**3.21 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**4.21 CHAIR'S REMARKS**

Cllr Urquhart is looking forward to meeting the new members and getting involved with the Coombes Wood and Community Governance Review in conjunction with engaging with the public. Members were reminded on meeting etiquette.

**5.21 APPOINTMENT OF COMMITTEES**

**(a) Finance and General Purposes**

The composition of the Committee was a minimum of 7 Members

RESOLVED that Emma Urquhart, Derek Baker, Andy Gale, Michael Gibbs, Leslie Gibson, KD Johnson, Andy Todd and 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 was a minimum of 7 Members

RESOLVED that Emma Urquhart, Charlotte Greening, Nigel Bridle, Christina Davies, Clare Davison, Michael Gibbs, Leslie Gibson, KD Johnson, Mark Keniston, and Roger Warner be appointed to serve on the Highways and Plans Committee for the ensuing year.

**6.21 APPOINTMENT OF SUB-COMMITTEES**

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

RESOLVED that Cllrs Leslie Gibson, Charlotte Greening, KD Johnson, Mark Keniston and Emma Urquhart be appointed to serve on the Hall Inspection Sub-Committee for the ensuing year.

**7.21 APPOINTMENT OF WORKING PARTIES/GROUPS**

**(a) 5G Mast Working Group**

RESOLVED that Cllrs Derek Baker, Michael Gibbs, Leslie Gibson, Mark Keniston, Danny Rawles, Emma Urquhart and Roger Warner be appointed to serve on the 5G Mast Working Party for the ensuing year.

**(b) Memorial Hall Working Party**

RESOLVED that Cllrs KD Johnson, Leslie Gibson, Andy Todd, Nigel Bridle, Christina Davies, Mark Keniston and Emma Urquhart be appointed to serve on the Memorial Hall Working Party for the ensuing year.

**(c) Community Infrastructure Levy Working Party**

RESOLVED that Cllrs Natalie Borrill, Leslie Gibson, Charlotte Greening, Andy Todd, and Emma Urquhart be appointed to serve on the Community Infrastructure Levy Working Group for the ensuing year.

**(d) Resilience Working Group**

RESOLVED that Cllrs Emma Urquhart, Leslie Gibson, Christina Davies the Clerk be appointed to serve on the Resilience Working Group for the ensuing year.

**(e) Community Governance Review Working Party**

RESOLVED that Cllrs Leslie Gibson, KD Johnson, Mark Keniston, Danny Rawles, Derek Baker and Emma Urquhart be appointed to serve on the Community Governance Review Working Party for the ensuing year.

**(f) Governance Working Party**

RESOLVED that Cllrs, Nigel Bridle, Christina Davies, KD Johnson, Leslie Gibson, Andy Todd and Emma Urquhart be appointed to serve on the Governance Working Party for the ensuing year.

**(g) Oliver's Park Refurbishment Working Group**

RESOLVED that Cllrs KD Johnson, Michael Gibbs, Charlotte Greening, Andy Gale, Leslie Gibson, Roger Warner and Emma Urquhart be appointed to serve on the Oliver's Park Working Party for the ensuing year. Cllr Janet Dover will be asked if she wishes to remain on this working group.

**(h) Climate Emergency Working Group**

RESOLVED that Cllrs Nigel Bridle, Charlotte Greening, Andy Gale, Leslie Gibson and be appointed to serve on the Climate Emergency Working Group for the ensuing year. The Members APPROVED Dorset Councilor Maria Roe and local resident Becky Suthers also joining as members of this group.

**(i) Coombes Wood Working Group**

RESOLVED that Cllrs Nigel Bridle, Clare Davison, Leslie Gibson, Charlotte Greening, KD Johnson, Danny Rawles, Andy Todd and Emma Urquhart, be appointed to serve on the Coombes Wood Working Party for the ensuing year.

**(j) Biodiversity Working Group**

RESOLVED that Cllrs Clare Davison, Michael Gibbs, Leslie Gibson, KD Johnson, and Emma Urquhart, be appointed to serve on the Biodiversity Working Group for the ensuing year.

Cllr Danny Rawles left the meeting at 7:34pm.

**8.21 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**  
(Five year term to 2024)  
Cllrs Nigel Bridle and Christina Davies (Deputy: Cllr)
- (b) **East Dorset Environment Partnership**  
Cllr Clare Davison (Deputy: Cllr Christina Davies)
- (c) **The Greathed Charity Trustees** (Five year term to May 2023)  
Cllrs KD Johnson and Emma Urquhart (Cllr Janet Dover attends as a Dorset Councillor).
- (d) **DAPTC - Eastern Area Committee & Larger Councils Committee**  
Cllrs KD Johnson and Andy Todd
- (e) **Colehill and Stour PACT Panel**  
Cllrs KD Johnson and Derek Baker. Cllr Janet Dover will be asked if she wishes to remain as well.
- (f) **The Reef Management Committee**  
Cllr Christina Davies
- (g) **Memorial Hall Management Committee**  
Cllr Urquhart (Deputy: Cllr Gibson)

**9.21 PARISH RIGHTS OF WAY LIAISON OFFICER**

RESOLVED that Cllr Davison be appointed Rights of Way Liaison Officer for the ensuing year. (Deputy: Cllr Johnson)

**10.21 PARISH TREE WARDEN**

RESOLVED that Cllr Nigel Bridle be appointed Tree Warden for the ensuing year. (Deputy: Cllr Emma Urquhart)

**11.21 PARISH GYPSY AND TRAVELLER COMMUNITIES  
LIAISON OFFICER**

RESOLVED that Cllr Nigel Bridle be appointed Gypsy and Traveller Communities Liaison Officer for the ensuing year.

**12.21 HOME WATCH REPRESENTATIVE**

RESOLVED that Cllr KD Johnson be appointed Home Watch representative for the ensuing year.

**13.21 HISTORIC ENVIRONMENT LIAISON OFFICER**

RESOLVED that Cllr Emma Urquhart be appointed Historic Environment Liaison Officer for the ensuing year.

**14.21 WIMBORNE HISTORY FESTIVAL**

RESOLVED that Cllr Roger Warner be appointed Wimborne History Festival representative for the ensuing year.

**15.21 SCHOOL LIAISON OFFICER**

RESOLVED that Cllr Andrew Todd be appointed School Liaison Officer representative for the ensuing year.

**16.21 COLEHILL COMMUNITY LIBRARY**

RESOLVED that Cllrs Charlotte Greening and Christina Davies and be appointed Colehill Community Library representatives for the ensuing year.

**17.21 PRESS OFFICER**

RESOLVED that Cllr Leslie Gibson be appointed Press Officer for the ensuing year.

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

RESOLVED that Cllrs Gibson, Johnson, and the Clerk, and be appointed to the Editorial Board for the ensuing year.

**19.21 SPEED INDICATOR DEVICE VOLUNTEERS**

RESOLVED that Cllrs KD Johnson, Leslie Gibson, Andy Todd be appointed SID volunteers for the ensuing year.

**20.21 ST MICHAEL'S DIRT INSPECTORS**

RESOLVED that Cllrs KD Johnson, Emma Urquhart, Leslie Gibson, Michael Gibbs, Andy Todd and Charlotte Greening be appointed to inspect St Michael's Dirt.

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

RESOLVED that Cllrs KD Johnson, Emma Urquhart, Charlotte Greening, Andy Gale and the Clerk be appointed to inspect the Oliver's Park Play Area.

**22.21 BENCH INSPECTORS**

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

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

**23.21 GRIT BIN INSPECTORS**

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

1	Park Homer Drive	Cllr Christina Davies	9	Giddylake (Burts Hill end)	Cllr Michael Gibbs
2	Heron Drive (Pilford Hth Rd)	Cllr Natalie Borrill	10	Cutlers PI (Jessopp Rd)	Cllr Janet Dover
3	Bridleway (78 Canford Bott)	Cllr Nigel Bridle	11	Ashmeads Way	Cllr Andy Gale
4	Saddle Close	Cllr Nigel Bridle	12	Ashmeads Cl	Cllr Andy Gale

5	Bridleway (Harness Close)	Cllr Nigel Bridle	1 3	Olivers Rd/(Olivers Way)	Cllr Andy Gale
6	Glynville Close	Cllr KD Johnson	1 4	Lonnen Rd/ (Rotary Cl)	Cllr Emma Urquhart
7	Pilford Hth Rd (Lapwg Rd)	Cllr Natalie Borrill	1 5	Woodview/ (Lonnen Rd)	Cllr Emma Urquhart
8	Brackenhill Road	Cllr KD Johnson			

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

## **24.21 MINUTES**

The Minutes of the Annual Parish Meetings and the Council Meeting held on 5th March 2019, 6th April 2021, 7th April 2021, were submitted.

RESOLVED that the Minutes be approved and signed.

## **25.21 MATTERS ARISING ON THE MINUTES**

There were no matters arising.

## **26.21 COMMITTEE REPORTS**

(a) HIGHWAYS, PLANS & THE ENVIRONMENT – 23<sup>rd</sup> March 2021

RESOLVED that the report be approved and adopted.

There were no matters arising.

(b) FINANCE AND GENERAL PURPOSES- 23<sup>rd</sup> April 2021

There were no matters arising.

RESOLVED that the report be approved and adopted.

(c) HIGHWAYS, PLANS & THE ENVIRONMENT – 23<sup>rd</sup> April 2021



RESOLVED that the report be approved and adopted.

There were no matters arising.

**27.21 OLIVERS PARK FENCE**

Members examined the anonymised quotes submitted and it was RESOLVED to appoint Contractor B (which was Dorset Council) to install the new fence at Oliver's Park play area. A copy of the evaluation matrix is attached to these minutes at Appendix 2.

**28.21 POLICY APPROVAL**

It was RESOLVED to APPROVE and ADOPT the Expenses Policy and Crime and Disorder documents and that the Council recognises it's duties in relation to crime and disorder and that all documentation and information is in place for the LCAS Foundation award. A copy of these documents are attached to these minutes at Appendix 3.

**29.21 DECISION RATIFICATION**

The decisions to spend the following sums were RATIFIED:-

Bunting Material/haberdashery for Platinum Jubilee weekend £101.08 (plus VAT which is recoverable)

4 Sets of litter picking equipment £188.84 (plus VAT which is recoverable)

HRH Prince Philip's commemoration flowers £109.60 (plus VAT which is recoverable)

**30.21 AUDIT OF PARISH COUNCIL ACCOUNTS**

Members NOTED the Internal Auditor's letter, dated 26<sup>th</sup> April 2021, which advised that she was satisfied with the controls and procedures that were in place.

**31.21 ANNUAL RETURN – YEAR END MARCH 2021**

**SECTION 1 – ANNUAL GOVERNANCE STATEMENT**

The Clerk had circulated a copy of Section 1 of the Annual Return for the year ended 31 March 2021, a copy of which appears as Appendix 4 to these Minutes in the Minute Book.

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

**32.21 ANNUAL RETURN – YEAR END MARCH 2021**

**SECTION 2 – ACCOUNTING STATEMENTS**

The Clerk had circulated a copy of Section 2 of the Annual Return for the year ended 31 March 2021, a copy of which appears as Appendix 5 to these Minutes in the Minute Book.

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

**33.21 COOMBES WOOD**

It was RESOLVED to keep the BMX track closed for the time being.

**34.21 MEMBERS' ATTENDANCE 2020/21**

Members NOTED a summary of Members' attendance at Council and committee meetings in 2020/21.

**35.21 ACCOUNTS FOR PAYMENT**

RESOLVED that the accounts listed in Appendix 6 to these Minutes in the Minute Book be passed for payment and cheques drawn accordingly.

**36.21**

**ITEMS FOR INFORMATION AND MATTERS FOR FORTHCOMING AGENDAS**

The school crossing patrol position for Hayeswood First School has been filled.

Cllr Urquhart has been approached by a resident who would like us to put a recycling bank on some of our land. It has been explained to her that we own a lot of woodland and not a lot of land suitable for a recycling centre.

The Meeting ended at 8:56 pm.

CHAIR