

At the Council Meeting of **COLEHILL PARISH COUNCIL** held at COLEHILL MEMORIAL HALL on **30th September 2021**, at **7.15pm**.

PRESENT

Cllr Emma Urquhart, Chair

Cllrs Nigel Bridle, Christina Davies, Clare Davison, Janet Dover, Andy Gale, Michael Gibbs, Leslie Gibson and Mark Keniston

APOLOGIES

Cllrs Natalie Borrill, KD Johnson and Andy Todd – RESOLVED to accept the apologies from all Councillors.

Dorset Councillor Maria Roe

IN ATTENDANCE

Mrs Z Caddy – Clerk.

Two members of the public and one co-option candidate. One member of the public spoke about the Community Governance Review and at the Chair's discretion was allowed longer than the 2 minutes stated in the Standing Orders. The other member was invited to speak but declined. The Chair pointed out that members of the public will not be permitted to speak during the meeting.

79.21 DECLARATIONS OF INTEREST

There were no declarations of interest.

80.21 RISK ASSESSMENTS

Members reviewed the face to face meeting risk assessment and RESOLVED to adopt this document.

81.21 CO-OPTIONS

It was RESOLVED to co-opt Elizabeth Bradbury into the vacant position. The Declaration of Acceptance of Office was signed and witnessed by the Clerk. It was RESOLVED that she would join both committees.

82.21 CHAIR'S REMARKS

Tree surgeons have disturbed a wasp's nest in the woods. The Clerk and Chair have been on a first aid course this week. St Michaels Middle School have been in touch to ask if they can be involved in any projects in Triangle Woods. We will be doing a joint replanting project at the end of November with free trees both ourselves and the school have been awarded by the Woodland Trust.

83.21 COMMUNITY GOVERNANCE REVIEW

Cllr Gibson gave an overview on what a Community Governance Review is and presented the recommendations from the Community Governance Working Party which are attached at Appendix 1 in the Minute book. Option one and three were voted on individually and it was RESOLVED to proceed with option one and three and to formally make these representations to Dorset Council. Option two was dismissed.

- 84.21 AUDIT OF ACCOUNTS
YEAR END TO 31 MARCH 2021**
The Members NOTED that the audit was completed on 28th July by PKF Littlejohn LLP. There were no issues arising. It was RESOLVED that the Annual Governance and Accountability Return be approved.
- 85.21 INTERNAL AUDITOR**
The employment for the next year of the Internal Auditor Jane Stacey was RESOLVED.
- 86.21 INSURANCE**
Members perused the quotes obtained via Came & Co the broker for the annual insurance and looked at the additional option of the offer of a 3 year deal. It was RESOLVED to take out insurance with Hiscox on a one year basis.
- 87.21 RISK ASSESSMENT DOCUMENTS**
Members reviewed the risk assessments for the Oliver's Park play are and the Council woodland. It was RESOLVED to adopt these two documents which appear at Appendix 2 in the Minute Book.
- 88.21 MINUTES**
The Minutes of the Council Meeting held on 19th August were submitted.
RESOLVED that the Minutes be approved and signed.
- 89.21 MATTERS ARISING ON THE MINUTES**
There were no matters arising.
- 90.21 COMMITTEE REPORTS**
(a) FINANCE AND GENERAL PURPOSES – 31st August 2021
The report of the Meeting was submitted.
RESOLVED that the report be approved and adopted.
- 91.21 TRAINING**
Members NOTED that the training on DAPTC website is extensive and the Clerk advised members to have a look.
- 92.21 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.
- 93.21 BANK ACCOUNT RECONCILIATIONS**
RESOLVED that the bank account reconciliations be signed in accordance with the Financial Regulations.

Cllr Dover left the meeting at 8:23pm.

94.21 CODE OF CONDUCT

It was RESOLVED to adopt the new Code of Conduct which can be found at Appendix 4 in the Minute Book. Unanimous.

95.21 123 CUTLERS PLACE

Following on from the resolution at the last meeting that the hedge adjoining this property should be dug out, more than 5 Councillors have requested in writing to the Clerk that this should be discussed and voted on again due to the change in the resident's circumstances and request. It was RESOLVED to leave the hedge. The resident would be written to explain that they must maintain the section encroaching onto their property and we would fulfil our legal responsibility by maintaining the section adjoining the highway/pavement.

96.21 MEMORIAL HALL TREE WORKS

Following the tree inspection carried out at the Memorial Hall, quotes (which have been anonymised for impartiality) were examined to have the recommended works carried out. It was RESOLVED to appoint Timbers Tree Care who submitted quote B to carry out these works at a cost of £2,838.00 inclusive of VAT once planning permission has been granted. Power to carry out these works falls under the Local Government Act 1972 s133 – 'power to provide buildings for public meetings and assemblies or contribute towards the expenses of providing such buildings'.

97.21 ITEMS FOR INFORMATION AND MATTERS FOR FORTHCOMING AGENDA

Cllr Davies reported on the closure of QE leisure consultation and members were urged to respond as well as encouraging residents to also do so.

Cllr Urquhart reported that the hall has been decorated, curtains are on the way and there is going to be an open morning in October. The Centenary sign has been refurbished. The rogue padlock attached to a gate at Oliver's Park field has been removed. The trees are arriving tomorrow.

Remembrance Day is November 14th and it is anticipated to be a full parade.

Christmas tree is proving hard to source.

Digital newsletter.

Councillors doing a 'quick fix' job – this needs to be discussed.

The Meeting ended at 9 pm.

CHAIR