

At the Council Meeting of **COLEHILL PARISH COUNCIL** held at COLEHILL MEMORIAL HALL on **4th JUNE 2019**, at **7.30pm**.

PRESENT

Cllr Emma Urquhart, Chairman

Cllrs Nigel Bridle, Susan Cowsill, Janet Dover, Andy Gale, KD Johnson, David Mitchell, David Packer and Barry Roberts.

APOLOGIES

Cllrs Clare Davison, Pete Cunningham, Charlotte Greening

IN ATTENDANCE

Mrs Z Caddy– Clerk.

54.19 DECLARATIONS OF INTEREST

There were no declarations of interest.

55.19 CHAIRMAN'S REMARKS

The Chairman remarked that she had been on the Defibrillator training with the Clerk and that it was very useful as First Aid training is continually updated and new advice is given on these courses. An outcome of the training was that the 999 service would only issue the defibrillator cabinet code and state that there was a device in the vicinity if the patient was within 250meters. It was suggested that perhaps Cllr Johnson could draft a map showing the three defibrillator locations with the 250m radius marked so that the Council could see where the biggest areas were without authorised access to one. Also, that it might be worth looking into finding out about any privately owned defibrillators within Colehill.

**56.19 ANNUAL RETURN – YEAR END MARCH 2019
SECTION 1 – ANNUAL GOVERNANCE STATEMENT**

The Clerk had circulated a copy of Section 1 of the Annual Return for the year ended 31 March 2019, 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 Chairman of Council.

**57.19 ANNUAL RETURN – YEAR END MARCH 2019
SECTION 2 – ACCOUNTING STATEMENTS**

The Clerk had circulated a copy of Section 2 of the Annual Return for the year ended 31 March 2019, 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 Chairman of Council.

58.19 AUDIT OF PARISH COUNCIL ACCOUNTS

Members NOTED the Internal Auditor's letter, dated 17 May, which advised that she was satisfied with the controls and procedures that were in place. A completion statement from Dibben's solicitors had been paid rather than an actual invoice. The Clerk explained that since the Auditor's letter, we do now hold the correct form of invoice.

60.19 BANKING

Members discussed banking arrangements including the use of online banking and the re-introduction of a petty cash account to possibly alleviate the use of too many cheques for member's expenses for small amounts which incur a 65p cheque fee. It was RESOLVED to re-introduce a petty cash account of £100.00 to be held with the Clerk. It was felt that online banking was not needed at the moment and that it would be looked at again in a year. A new cheque signatory was needed due to two previous signatories no longer being Councillors. It was AGREED that Cllr Emma Urquhart would be added on as a signatory to the Barclays Bank account.

61.19 OLIVER'S PARK

Members looked at the photographs and letter from a resident concerned with the use of weed-killer at Oliver's park around the perimeter and edge of the fencing around the children's play equipment. The Clerk reported that there had been no response from Dorset Council as to why this had been done. Cllr Bridle said that this substance should not be being used as it was potentially dangerous. Cllr Cowsill agreed that it was undesirable. Cllr Mitchell said that Glyphosate was likely to be banned soon. It was commented that the field should shortly be in the Parish Council's ownership and that the Parish Council would not use these methods of weed control. The Clerk would continue to try to establish from Dorset Council why this had taken place and would contact the resident to report on the current situation.

It was noted from the photographs that there are some tyres in the field. These look to have been placed there as planters. It was decided that once the field is within the Parish's ownership, the perimeter would be walked round to establish any fly-tipping, overhanging plants etc. and action taken accordingly.

62.19 DAPTC AGM RESOLUTIONS

DAPTC has invited Parish and Town Council's to submit resolutions to be discussed at the AGM on 9th November this year. It was noted that suggested resolutions need to be forwarded to DAPTC by 6th August. It was AGREED that it would be delegated to the Finance & General Purpose meeting on the 18th June to put forward any resolutions.

63.13 ROYAL PROTOCOL

Members discussed whether more of a plan needs to be put in place for a potential senior Royal's death and the Parish Council's response. Cllr Urquhart commented that she, Cllr Cowsill and the Clerk along with Linda from the Library and St Michaels church vicar Suzanne had held an informal meeting this morning to discuss options for a response. Cllr Urquhart explained what had been discussed at the meeting and some ideas, in particular the need to earmark an area for the laying of flowers. Cllr Roberts said an area ought to be also earmarked at the Wimborne Road West area of Colehill. Cllr Mitchell said that we definitely need more than one book of condolence, and that it was likely that central government would dictate some of the protocol. Perhaps Nigel Harris that made the Parish map-board could be asked to quote for a board to clip or hook over the map that a photograph could be displayed on. It was AGREED that a budget would be looked at, at the next Finance and General Purpose meeting on June 18th for the initial response.

64.19 LITTER PICKS

Cllr Cowsill had been approached by a resident asking the Parish Council to provide her with a litter picker so she can continue to litter pick near her home next to the Barley Mow pub. Cllr Cowsill also explained it would be a good idea to perhaps look at starting a litter pick group nearer One Stop for the bottom part of the village. It was decided to look at alternating the litter pick mornings to one at the top of the village and then one at the bottom of the village.

65.19 GARDEN WASTE

Cllr Cowsill has witnessed garden waste being dumped on Kyrchil corner and despite asking the resident not to continue to do it, it is felt that this is a practice that is still taking place onto Parish Council land. Cllr Johnson said he had witnessed it happening on "Merrifield corner". Cllr Dover commented that we don't want to alienate residents by accusing them across the board of fly-tipping garden waste. It was AGREED that we would do an educational social media campaign to highlight reasons not to dispose of garden waste, as well as leaflet dropping the properties that are adjacent to the areas where it is taking place. This should take place at the start of the autumn.

60.19 MINUTES

The Minutes of the Council Meeting held on 14 May were submitted.

RESOLVED that the Minutes be approved and signed.

61.19 MATTERS ARISING ON THE MINUTES

2.19 - Cllr **D** Mitchell not I Mitchell

8.19 (c) – Cllr Dover attends as a Dorset Councillor.

62.19 COMMITTEE MINUTES

(a) HIGHWAYS & PLANS – 21 May

The report of the Meeting was submitted.

45.19 – The location is actually Leigh Lane/Park Homer Road

RESOLVED that the report be approved and adopted.

63.19 TRAINING

Members NOTED the training list organised by DAPTC and that the Clerk would be going on the new Clerk training on 11th October. It was suggested that Cllr Greening go on the Practical Chairman's training on the 15th October, as she was not in attendance at the meeting the Clerk would establish her availability. The Clerk would find out about the content of the Planning training to see if it is suitable for the new Councillors.

64.19 ACCOUNTS FOR PAYMENT

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

65.19 REPORTS

Members NOTED the following information:

(a) Cllr Cunningham's information following the Home Watch meeting on 15th May.

(b) Minutes from the Memorial Hall Management Committee

The reports appear as Appendix 5 to these Minutes in the Minute Book.

66.19 ITEMS FOR INFORMATION AND MATTERS FOR FORTHCOMING AGENDA

(a) For information - Cllr Mitchell said that a recent High Court decision has caused concern regarding land designated as Town or Village Green status. It has ruled that where a piece of land is so designated but had previously been the subject of a planning proposal then if, subsequent to the TVG status a planning application is made, that will take precedence over the TVG status. This decision in relation to a Midlands village is now to be the subject of an appeal (probably in November). If the decision is upheld it will have serious implications for many Village Greens. Fortunately none of the land in Colehill with TVG status has previously been subject to a planning application in the past. He will keep CPC informed one the appeal.

(b) Installing a bin in Oliver's Park car park

67.19 EXCLUSION OF PRESS AND PUBLIC

It was proposed, seconded and agreed that in view of the nature of the business to be transacted it was likely that if a member of the public were present during the following item there would be a disclosure of 'Confidential Information' involving staff and they therefore be excluded from the meeting in accordance with Section 1(2) Public Bodies (Admission to Meetings) Act 1960.

68.19 STAFF MATTERS

The meeting discussed the Clerk's probationary period coming to an end. The Confidential Minute appears as Appendix 1 to these Minutes in the Minute Book.

The Meeting ended at 8:55 pm.

CHAIRMAN