

At the Council Meeting of **COLEHILL TOWN COUNCIL** held at COLEHILL & WIMBORNE YOUTH & COMMUNITY CENTRE on **6TH October 2026**, at **7:15pm**.

PRESENT

Cllr Leslie Gibson Chair

Cllr KD Johnson, Vice-Chair

Cllrs Nigel Bridle, Susan Cowsill, Clare Davison, Ann Edwards, Mark Keniston, Richard Palmer, Andy Todd and Emma Urquhart

APOLOGIES

Cllr Carol Butter – It was RESOLVED to accept the reasons for the apologies.

IN ATTENDANCE

Mrs Z Caddy – Clerk. Dorset Councillor Jindy Atwal.

146.26 DECLARATIONS OF INTEREST

There were no declarations of interest.

147.26 PUBLIC PARTICIPATION

There were no members of the public in attendance.

148.26 CHAIR'S REMARKS

No comments.

149.26 MINUTES

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

RESOLVED that the Minutes be approved and signed.

150.26 MATTERS ARISING ON THE MINUTES

There were no matters arising.

151.26 DORSET COUNCILLOR REPORT

Cllr Jindy Atwal reported on the zebra crossings requested. Middlehill is likely to happen before the one nearer the Co-op. No timescales at all are in place yet.

There's been an issue with the road surface in Cannon Hill Gardens.

Cllr Andy Todd reported that one resident has asked for the Aldi crossing to be moved up but this is unlikely to be actioned/taken forward.

Cllr Jindy Atwal said she's been contacted by St Michael's church to ask about possible parking restrictions.

152.26 COMMITTEE MINUTES

- (a) HIGHWAYS PLANS & THE ENVIRONMENT – 3rd August 2026
The report of the Meeting was submitted.

RESOLVED that the report be approved and adopted.

- (b) FINANCE AND GENERAL PURPOSES – 25th August 2026
The report of the Meeting was submitted.

RESOLVED that the report be approved and adopted.

- (c) HIGHWAYS PLANS & THE ENVIRONMENT – 25th August 2026
The report of the Meeting was submitted.

RESOLVED that the report be approved and adopted.

- (d) FINANCE AND GENERAL PURPOSES – 1st September 2026
The report of the Meeting was submitted.

RESOLVED that the report be approved and adopted.

- (e) HIGHWAYS PLANS & THE ENVIRONMENT – 22nd September 2026
The report of the Meeting was submitted.

RESOLVED that the report be approved and adopted.

153.26 POLICY AND GOVERNANCE DOCUMENTS REVIEW AND NEW HR COMMITTEE FORMATION

Members reviewed and RESOLVED the following items including adoption of documents:

Health & Safety Policy with just the name change to Town Council
Community Engagement Policy with just the name change to Town Council
Expenses Policy with the name change and the new Government mileage rate of 55p, backdated to 6th April

Community Emergency Response Plan, drafted by the Emergency Resilience Working Group to help the Council react to any community emergency that may occur. Council RESOLVED to approve and adopt the CERP and a TOR for an Emergency Response Team (ERT), included as appendix A of the CERP. Members to the ERT appointed are Cllrs Carol Butter, Susan Cowsill, Leslie Gibson, KD Johnson, Andy Todd, Emma Urquhart and the Town Clerk. It was RESOLVED to disband the Emergency Resilience Working Group

It was further RESOLVED to establish a new HR Committee to oversee the responsibilities as an employer and that the Clerk will schedule two meetings each year with dates to be arranged. Council RESOLVED to approve the TOR for the HR Committee. Cllrs Davison, Bridle and Cowsill plus the Council Chair were appointed as 4 members to the HR Committee.

Disciplinary Policy and Procedure – This was DEFERRED to the new Committee to review.

Grievance Policy and Procedure This was DEFERRED to the new Committee.

154.26 PLANNING APPLICATIONS

From the applications currently listed on www.colehill.gov.uk, members reviewed and discussed the following - comments were recorded as follows:

PA No	Development Proposed
P/HOU/2026/05188	123 Middlehill Road, Colehill, Dorset, BH21 2HL Proposal: Demolition of existing garage and erection of

	single-storey side extension, with associated alterations to the existing dwelling. Comment – A Construction method statement will be required to stop the lane being blocked for other users and also access and egress onto the narrow lane from Middlehill.
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155.26 EXERCISE EQUIPMENT

It was RESOLVED that the invoice be paid and the funding come from CIL.

156.26 BDO EXTERNAL AUDIT

The external auditors report and certificate were reviewed and RESOLVED that the certificate and Notice of Conclusion of Audit will be displayed on the Co-op noticeboard for 6 weeks (it has been displayed since 22nd September 2026) and to note it will be displayed on the website indefinitely.

157.26 DORSET COUNCIL LOCAL PLAN SCOPING CONSULTATION

It was RESOLVED to delegate authority to the Clerk to submit a response.

158.26 TREE INSPECTIONS

It was RESOLVED to have the following tree inspections carried out:

- Churchmoor Copse: £1,321.32 (last carried out 19/11/25)
- Merrifield Corner & Coombes Wood (combined): £1,152.22 (last carried out 20/02/23)
- Triangle Wood: £1,525.81 (last carried out 11/11/25)
- Kyrchil Corner: £699.98 (last carried out 13/10/23)
- Resistograph test and report: £330.00 (due on T36 in Churchmoor Copse)

159.26 ACCOUNTS FOR PAYMENT

RESOLVED that the accounts listed in Appendix 1 to these Minutes in the Minute Book be passed for payment and bank transfers actioned accordingly. These payments included a gift card bought from the Chair's Allowance for the departing Assistant Clerk to say Thank You.

160.26 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.

Cllr Jindy Atwal left the meeting at 8:19pm.

161.26 APPOINTMENT OF NEW ASSISTANT CLERK

Cllr Davison queried which Statutory Authority or Standing Order requires a public meeting for a substitute panel member to be appointed.

One member of the recruitment panel appointed at the Committee Meeting on 1st September was unable to attend the interviews due to unforeseen personal

circumstances. The remaining two Councillor panel members, together with the Town Clerk, therefore conducted the interviews following Cllrs Gibson, Urquhart and Davison scoring and short-listing applicants in accordance with the recruitment process. The panel's recommendation was submitted to Full Council for consideration and formal appointment.

The appointment of the new Assistant Clerk was RESOLVED and the remuneration was at Scale point 14.

162.26 ITEMS FOR INFORMATION AND CLOSE OF MEETING

Cllr Johnson and Cowsill attend the community conversation event in Corfe Mullen.

The Meeting ended at 8:47 pm.

CHAIR