

At the Council Meeting of **COLEHILL PARISH COUNCIL** held at COLEHILL MEMORIAL HALL **19<sup>th</sup> August 2021**, at **7.15pm**.

**PRESENT**

Cllr Emma Urquhart, Chair

Cllrs Christina Davies, Andy Gale, Michael Gibbs, Leslie Gibson,  
KD Johnson, Mark Keniston and Andy Todd

**APOLOGIES**

Cllrs Nigel Bridle, Roger Warner, Janet Dover, Charlotte Greening – it was RESOLVED to accept the apologies from all.

**IN ATTENDANCE**

Mrs Z Caddy – Clerk.

Dorset Cllr Maria Roe

**46.21 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**47.21 CHAIR'S REMARKS**

The last couple of weeks have been stressful. It seems that whilst most residents are happy – some do not even know we exist. Public meetings are usually very well attended so perhaps we should look to hold one. The office has had some calls in recent days re the BMX track and a working party meeting will need to be organised.

**48.21 FACE TO FACE MEETING RISK ASSESSMENT**

Members reviewed the face to face meeting risk assessment and RESOLVED to adopt this document. This document appears as Appendix 1 to these Minutes in the Minute Book.

#### **49.21 GOVERNANCE DOCUMENTS AND RISK ASSESSMENTS**

Members reviewed the following documents which on 10<sup>th</sup> August members of the Governance working group formulated:

- Risk Assessments Jamie Jigsaw children's event
- Fixed Asset Register

RESOLVED that:

- (a) the documents listed above be approved; These documents appear as Appendix 2 to these Minutes in the Minute Book.
- (b) the employee dishonesty cover of £250,000.00 be approved;

These documents appear as Appendix 2 to these Minutes in the Minute Book.

The Clerk advised that she would be sending the latest copy of the Fixed Assets Register to the Council's insurance broker for quotes to now be obtained.

#### **50.21 CHURCHMOOR COPSE AND OLIVERS PARK FIELD**

It was RESOLVED to carry out the following works:

Cut and clear existing scrub vegetation from the area next to the Scout hut. All arisings to be removed to contractors approved tip. £595.95 plus VAT

Renovation of the gravel footpath at the top of the field. (Cut out & form an edge to existing gravel path from highway edge to field entrance, construct a timber edged pad at entrance to field beyond timber gate, supply and install terram membrane, supply, install and compact stone surface to form a footpath) £657.70 plus VAT

To cut back and clear all overhanging vegetation along all main footpaths in Churchmoor Copse £536.63 plus VAT

Cut back all encroaching vegetation and Goat Willow and barge back to extend playing field area. £747.05 plus VAT

All of these works will be carried out by Dorset Council groundwork team – they know the site very well being the owners up to December 2020, ownership of the land which needs work on the gravel footpath is partly owned by them and all quotes fall well below the financial limit of £1,000 for needing further quotes.

Spending for all this work will be carried out under the Open Spaces Act 1906 ss9-10 – ‘Power to provide and maintain land for open spaces in or outside the Council’s area’ and the Public Health Act 1875 s 164- ‘Power to provide and manage recreation grounds, public walks, pleasure grounds and open space’s’.

#### **51.21 CONSERVATION DAY**

Cllr Gibson gave a small presentation on the merits of using a private company who have offered to do a community volunteer day. It was RESOLVED to organise a conservation work day and to allow a budget of £200 for possible porta-loo and refreshments.

#### **52.21 123 CUTLERS PLACE**

It was RESOLVED to have the vegetation dug out on our land adjacent to 123 Cutlers Place which is encroaching the residents drive which would alleviate the need to have this cut back annually at least. The cost of this is £730.00 plus VAT One cut back is in the region of £180.00 plus VAT. Spending for this will be carried out under the Public Health Act 1875 s 164- ‘Power to provide and manage recreation grounds, public walks, pleasure grounds and open space’s’.

### **53.21 RATIFY DECISIONS**

It was RESOLVED to ratify the following decisions which were taken by the Clerk whilst emergency powers were in place:

To install the piece of fencing at Oliver's Park (broken, dangerous fence which was encouraging fly tipping)– cost £1,100 plus VAT – power to spend to 'manage, control and maintain land'– Open Spaces Act 1906 ss9-10

Purchase 6 rolls of bunting tape for the diamond Jubilee celebrations - £45.00 Purchase seed to plant this autumn in readiness for next summer - £227.70 plus VAT Clerk to attend Leadership in Action SLCC conference - £75.00 plus VAT Minster Press - Neighbourhood Plan leaflet print - £309.00 plus VAT Centenary Sign maintenance £230.00 (not yet carried out but instructed)

Fingerpost at Long Lane maintenance £250.00 approx (not yet carried out but instructed)

Hold a small free event for local children in Oliver's Park with the entertainer Jamie Jigsaw doing a three hour entertainment set at a cost of £325.00. Spending power – 'power to provide entertainments' – Local Government Act 1972 s145 (1)(a)

Tree removal from Cutlers Place £1,083.33 plus VAT (emergency work) - Spending for this was carried out under the Public Health Act 1875 s 164- 'Power to provide and manage recreation grounds, public walks, pleasure grounds and open space's'.

### **54.21 CHRISTMAS TREE INSTALLATION COST**

It was RESOLVED to proceed with Dorset Council's quote of £599.41 as the installation cost of planting the Christmas tree. The purchasing of the actual tree will be discussed probably next week at a Finance Committee meeting.

**55.21 BUS SHELTER BASE**

It was RESOLVED to pay for a base for one of the installed bus shelters in the woods at Beaucroft. The cost is £625.92 PLUS VAT as opposed to the previous quote of £1,000 from the bus shelter company. Power for this spending falls under the Local Government (Miscellaneous Provisions) Act 1953 s4.- 'Power to provide and maintain bus shelters on roads or land adjoining roads in the Council's land'.

**56.21 TOR'S FOR ADOPTION AND LCAS AWARD DECLARATION**

It was RESOLVED to approve and adopt the Terms of Reference for the Bio-diversity Working Group and Platinum Jubilee Working Group. These documents appear as Appendix 3 to these Minutes in the Minute Book.

It was further RESOLVED to make the required declaration for the LCAS award that as a Council we 'recognise our duties in relation to bio-diversity and crime and disorder and that all documentation and information is in place for a specified (Foundation) Award'.

**57.21 MEMORIAL HALL**

Three quotes were examined and It was RESOLVED to employ CPS to provide new curtains for the Memorial Hall. It was further RESOLVED to grant the Hall £1,000 for the installation and initial costs to install community wifi in the Memorial Hall. Spending for these two items fall 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'.

**58.21 CHURCHMOOR COPSE**

Five quotes were examined to carry out the emergency remedial tree works to the tree in Churchmoor Copse that had a limb drop on 9<sup>th</sup> August. It was RESOLVED to appoint

Apex as the most suitable with a further company chosen in case of any last minute problems.

A member of the public arrived at 8:12pm

**59.21 MINUTES**

The Minutes of the Council Meeting held on 6<sup>th</sup> May 2021 were submitted.

RESOLVED that the Minutes be approved and signed.

**60.21 MATTERS ARISING ON THE MINUTES**

There were no matters arising on the minutes.

**61.21 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.

**62.21 REPORTS**

Members NOTED the following information:

(a) Cllr Davies's verbal report on the library meeting.

**63.21 ITEMS FOR INFORMATION AND MATTERS FOR FORTHCOMING AGENDA**

Public meeting and residents meeting.

Personal information on the website.

A new photograph will need to be taken as there are so many new members.

Co-options will take place at the next meeting.

Setting up a committee for the neighbourhood plan.

Cllr Johnson shared the recent SID results for information.

**64.21 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' they therefore be excluded from the meeting in accordance with Section 1(2) Public Bodies (Admission to Meetings) Act 1960.

**65.21 BRIDGES**

The meeting discussed the Bridges document and it was RESOLVED to adopt the document.

The Meeting ended at 8:39 pm.

CHAIR