

At the Council Meeting of **COLEHILL PARISH COUNCIL** held via Zoom on **25 August**, at **7.15pm**.

PRESENT

Cllr Emma Urquhart, Chairman

Cllr Charlotte Greening, Vice-Chairman

Cllrs Nigel Bridle, Pete Cunningham, Clare Davison, Andy Gale, Michael Gibbs, Leslie Gibson, KD Johnson, and Roger Warner

APOLOGIES

Cllrs Janet Dover, Stefan Morawiec, David Packer

It was RESOLVED to accept the apologies by Janet Dover and Stefan Morawiec.

Cllr Johnson left the meeting at 7:20pm.

IN ATTENDANCE

Mrs Z Caddy – Clerk.

A member of the public in connection with Agenda item 14.

471.20 DECLARATIONS OF INTEREST

Cllr Urquhart declared a disclosable pecuniary interest in agenda item 5.

472.20 OAK TREE (item moved up the agenda by the Chairman)

Members discussed a residents request to plant an Oak tree on Parish land. Cllr Urquhart raised the point that the Council do not have a formal Tree and/or Bench Policy in place and perhaps this should be implemented before moving further with this request. It was AGREED that a policy would be drafted by the Clerk and be brought back to the Council for approval. Once in place, the request would be considered again.

473.20 AUDIT OF ACCOUNTS

YEAR END 31 MARCH 2020

The Members NOTED that the audit was completed on 3rd August 2020 by PKF Littlejohn LLP. There were no issues arising.

RESOLVED that the Annual Governance and Accountability Return be approved.

Cllrs Greening and Warner arrived at the meeting at 7:36pm

474.20 BENCHES

Cllr Urquhart declared a disclosable pecuniary interest and left the meeting for the item. Members examined the anonymised quotes and evaluated them based on Cost, Quality of Workmanship/References, time-scale and Environmental impact. The evaluation matrix can be seen at Appendix 1. After discussion it was RESOLVED to appoint Quote C (Houghton Home Improvements) to do the bench refurbishment. Power to fund this falls under the Parish Councils Act 1957 s1. The issue of a guarantee was raised, but it was pointed out that these benches are old, and open to the elements. They are never going to look brand

new again. It was pointed out that a few of the benches are green and all different shades, and for simplicity and uniformity it would look smarter to refurbish them all black. Cllr Gale will inspect them before we pay the bill, as the winning contractor is not a company we have used before.

475.20 TELEPHONE BOX EQUIPMENT REMOVAL

It was RESOLVED to object to the removal of telephone equipment in the box at Dales Drive for the same reasons as January – Min 342.20 - It was AGREED that Colehill Parish Council would urge against the removal of the telephone box located at Dales Drive Colehill. It has been used 49 times in the last year which shows clear evidence that it is use on average once a week. Removing this would appear to go against BT's proposals that a phone box would not be removed if there was not another one within 800 meters and is regularly used.

476.20 MINUTES

The Minutes of the Council Meeting held on 20th August were submitted. RESOLVED that the Minutes be approved and signed.

477.20 MATTERS ARISING ON THE MINUTES

There were no matters arising.

478.20 COLEHILL RESILLIENCE

Members NOTED the event log attached at Appendix 2 and the work carried out by the Resilience working party.

479.20 TRAINING

Members NOTED the training on the DAPTC website and it was AGREED that Cllr Gibson would go on the 3 planning training sessions, and put together a presentation from the slides provided for any Councillors interested and 3 spaces would be reserved on the training on Neighbourhood planning sessions.

480.20 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.

481.20 ACCOUNTS

The Clerk explained that although the accounts was usually an item for the Finance and General Purposes committee to go through, the next scheduled meeting is not until October 6th. As the accounts have not been looked at yet this financial year, she felt it prudent for the Council to examine them without further delay until October, and explained that the Council are still allowed to carry out items which have been delegated to a committee – Knowles on Local Authority Meetings 8th Edition confirms in 9.78 that as per the decision in Huth V Clarke (1890) “the council can continue to perform functions it has delegated”

The Clerk circulated a Financial Statement from 1 April 2020 to 19 August 2020, a copy of which appears as Appendix 4 to these Minutes in the Minute Book. RESOLVED that the Financial Statement be received and noted.

482.20 BANK ACCOUNT RECONCILIATIONS

RESOLVED that the bank account reconciliations be signed in accordance with the Financial Regulations.

483.20 MEMORIAL HALL PUMP AND CONTROL PANEL

Members examined the invoices from the Memorial Hall Management Committee for the pump and control panel that they have had to install following breakdown of the existing one. They had requested that the Council pay for this as custodian trustees of the Hall and made the point that it is integral to the building. It was RESOLVED that a grant of £3036.00 be given to the Memorial Hall under the Local Government Act 1972 s.133 to cover the cost of the new pump and control panel. The Clerk will explain to them that if they require in the future for the Council to pay for items integral to the building as per their responsibilities under the terms of the lease, the Council should do the whole tender process from start to finish, the invoice be in the name of the Council and the Council pay directly. Only then are the Council allowed to reclaim the VAT. The Clerk advised members that a local authority can reclaim VAT spent regardless of whether they are registered, by way of VAT form 126. If you're a section 33 body, you can recover the VAT you have incurred on your non-business activities only if you:

- 1 Place the order
- 2 Receive the supply
- 3 Receive a tax invoice addressed to you
- 4 Pay from your own funds

Failure to follow these rules strictly could result in an unlawful claim.

484.20 MEMORIAL HALL TERMS AND CONDITIONS

It was NOT AGREED to sign the terms and conditions imposed by the Memorial Hall Management Committee which will be in place if and when face to face meetings resume, due them being not in accordance with the nature of public meetings having unlimited members of the public in attendance, the 2 metre restrictions around individuals and the committee room being so small. When the Council resume face to face meetings we would need to look at the Terms and Conditions they want to impose at the time.

485.20 REPORTS

Members NOTED the following information:

- (a) The minutes of the DAPTC Eastern area meeting held on 16th June 2020. (attached)

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

486.20 ITEMS FOR INFORMATION AND MATTERS FOR FORTHCOMING AGENDA

487.20 CHAIRMAN'S REMARKS

Cllr Urquhart reminded members the benefits of reading the Good Councillors Guide. She also explained that it has come to light that the quote given by Dorset Council for the Oliver's Park play area landscaping was incorrect and will unfortunately be a bit higher. Once the new price is received, an extraordinary meeting will be called as soon as possible to see if the new price has any

bearing on the overall awarding of this contract, if not, to agree to the increased price or if the tender process needs to start all over again.

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

489.20 BRIDGES

The meeting discussed the Bridges Protocol document and ADOPTED it. The document will be reviewed annually.

The Meeting ended at 8:57pm.

CHAIRMAN