

## **Winterborne Houghton Parish Council**

**Clerk:** Sam Smith - email:[winterbornehoughton@dorset-aptc.gov.uk](mailto:winterbornehoughton@dorset-aptc.gov.uk)

### **MINUTES of the Parish Council meetings held on Monday 13th May 2024**

#### **AGM**

**1. Election of Chairperson:** It was agreed by all Cllrs to elect Tim Rastall as PC Chairperson.

**2. Attendance & apologies:** Claire Eyre, Lily Eyre & Tim Rastall. Sam Smith (Clerk) and 5 members of the public. **Apologies:** None

**3. Election of Vice Chairperson:** It was agreed by all Cllrs to elect Claire Eyre as PC Vice Chairperson.

**4. Declaration of Office & Register of Interests:** All Cllrs signed their 'Acceptance of Office' forms. The Clerk will resend the link for the ROI forms to Cllrs, these need to be completed by 31<sup>st</sup> May 2024.

**5. General Power of Competence:** It was confirmed that due to the Clerk obtaining her CiLCA qualification and a 1/3 of the PC Cllrs having been elected that the PC meets the eligibility as defined in the Localism Act 2011 s8.

**6. Appointment of Councillors responsibilities:**

- All Cllrs – planning, highways, salt/grit, village pond, trees grass cutting, verges, footpaths & bridleways
- Tim - noticeboards
- Clerk - PC website
- Andrea Bardock – Andrea has very kindly agreed to continue maintaining the village FB page
- Henry Cole - defibrillator

It was agreed to remove Andrea & Bruce as a signatory from the PC bank account and to add Cllr Rastall as a replacement. Clerk to organise.

**END**

#### **ANNUAL PARISH MEETING**

**1. Review of the past year 2023/24:** Cllr Maguire made a presentation back in January and this was as follows - We had the Coronation/May Queen celebrations. Generous donations enabled approx £600 to be put towards the church toilet fund. The phone box was given a fresh lick of paint, and the internal light is now operational. Pruning of the bridle paths including Whiteway's has taken place, village footpath/road signs have been cleaned. Fly tipping in the village has been reported. The 1<sup>st</sup> church social event has taken place in January, a cheese and wine evening. Future events will be held on the 2<sup>nd</sup> Wednesday of each month. **2024** – ideas are welcome from residents – a new village road sign, a village project, D Day 80<sup>th</sup> anniversary? Repairs to the road & drains would be ideal but these would unfortunately be beyond the PCs funding ability.

**2. Objectives for the coming year:** We currently have 2 Cllr vacancies on the PC. We need a minimum of 3 Cllrs to hold a meeting, so it is important that at least 1 other recruit is sought. Tim & Claire will distribute some flyers to residents in the coming weeks in an attempt to find a suitable candidate. **END**

## **PC MEETING**

**1. Declarations of Interest:** Cllr Rastall is a neighbour to Downview/Merkabah Retreat

**2. Approve the minutes from the March 2024 PC meeting:** The minutes were approved and signed by Cllr Rastall.

**3. Unitary Councilors Introduction:** Our new Unitary Cllr is Barrie Cooper, Barrie did not attend the meeting or send a report in advance. Barrie is currently also a Cllr at Charlton Marshall Parish Council.

**4. Open Forum:** Pot holes/road repairs can be reported to Highways by residents via the Dorset Council website and following the online links. Kathy has already reported numerous potholes in the village. The road sweeper has visited the village recently, but due to the heavy rain the road debris is back again. Henry informed the PC that the village road will be closed from the 20<sup>th</sup> July to enable the church to be connected to the water mains. An official road closure notice will be issued in time by DC Highways. A resident questioned if the PC was going to replace the noticeboards by the telephone box as they have reached the end of their life. Claire will take some photos and measurements etc to enable us to investigate costings. The surplus wood/cuttings in Orchard need to be removed. Tim will take this forward.

### **5. Planning Applications received & updates:**

**Whealrose** – the summerhouse is still in place. We are waiting for further action from DC Planning Enforcement. A resident has recently chased the issue themselves with Head of Planning Enforcement.

**The Merkabah Retreat** – the Clerk had received some emails over the past weekend from village residents. This was with regards to noise & tents being pitched close to other garden boundaries. The Clerk will contact Claire Donovan and inform her of the emails and request that in the future tents are kept away from other properties and noise kept to a minimum.

**P/FUL/2024/00459 Neales Field, DT11 OPG covert existing agricultural building to dwelling** – Dorset Council Planning have **refused** this application.

**Melrose** - Water Lane, change of use, agricultural land to domestic garden. This application was refused by DC planning based on resistance by Policy 28 of the North Dorset Plan, and concerns relating to 'garden paraphernalia' and gardens extending into an AONB and Conservation area. The property owner had submitted an appeal to the Planning Inspectorate against this decision and the appeal was subsequently **dismissed** and the refusal upheld.

**Shepherds hut & toilet behind Old Post Office House:** these are due to be removed by the owner in the near future.

### **6. Clerks financial Report:**

**6.1 Agree Clerks pay rise:** As stated in the Clerks employment contract pay - an increase of one salary point (Local Government Services pay) for achieving the CiLCA qualification. All Cllrs agreed to the Clerks pay rise from May 2024.

#### **6.2 Payments to be authorized:**

S Smith <b>£182.27</b>	Clerks wages & exp (April 2024)
S Smith <b>£179.62</b>	Clerks wages & exp (May 2024)
R Smith <b>£35</b>	grass cutting (April 2024) SO
R Smith <b>£35</b>	grass cutting (May 2024) SO
HMRC tax <b>£2.60</b>	Clerks PAYE
SSE <b>£21.65</b>	pond pump electric
SSE <b>£20.55</b>	pond pump electric
SSE <b>£18.10</b>	pond pump electric
Pam Ham Hall <b>£10.00</b>	March 2024 room hire
CiLCA <b>£12.50</b>	credit/refund, training over payment

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Zurich **£158.68**

DAPTC **£105.45**

The balance in the PC account is **£7,501.13**

The **£2,300** precept has been received (50% of the yearly amount)

PC Insurance 2024/25

annual membership subs & PC email

**6.3 End of year accounts & audit 2023/24:** The internal audit of the PCs financial accounts has been completed by our internal auditor. Everything is confirmed as in order.

The following sections of the Annual Return were then agreed and signed by Cllr Rastall (Chair) & The Clerk –

**Approval of the annual governance statement 2023/24 section 1**

**Approval of the accounting statements 2023/24 section 2**

**Approval of the Certificate of Exemption**

The Clerk will now forward the Exemption Certificate to BDO LLP and forward the financial documents to John Close to publish on the village website & the Clerk will post the information on the PC website. Our internal auditor has again very kindly agreed to donate his fee of **£50.00** to the village church fund.

**PC Asset list:** It was agreed to donate the recently purchased induction hob and pans to the Church. The PC can borrow these back for their own use if needed.

**7. The pond:** The pump is now working again and operating for 5 hrs per night. The water level is now back up and we need to check for any leaks. A discussion was had on to when it is best to undertake maintenance on the pond. Its normally completed in Spring but it was thought that Autumn might be more suitable. Some weed needs to be removed asap as it is choking the rest of the vegetation. Tim & Claire to the organise weed removal.

**8. Stickland sports club:** At a recent meeting of the WSSCC it was voted to bar dogs from the club building and grounds. The WSSCC rental agreement states no dogs allowed. Dogs will always be excluded from the play area & sports field. Dogs have only recently become an issue as The Crown is currently shut for repairs. The Clerk will bring up the issue at the next WSPC meeting.

**9. Other issues raised by Cllrs or the Clerk:** All correspondence had been emailed to Councillors in advance of the meeting.

**10. Agree next PC meeting date:** 9<sup>th</sup> September agreed, an interim meeting can be arranged if urgent business occurs in the meantime.

End of meeting 8.10pm. Date of the next meeting 9<sup>th</sup> September 2024 St Andrews Church.

Signed.....

Date.....