

Stratton Parish Council

Official Minutes of the Annual Meeting of the Stratton Parish Council
held on 15th May 2018 at the Stratton Village Hall

Present

CLLrs A Aylott, C Hobbs, A Wheeler, P Hallett, D/Cllrs T Yarker & F Horsington, and six members of the public

Welcome

The Chairman welcomed everyone to the Annual Meeting

Apologies

No apologies were received.

1/18 Election of Chairman/Vice-Chairman

D/Cllr T Yarker took the Chair for the election of a new Chairman.

Requests for nomination for Chairman – Cllr A Aylott was proposed by Cllr C Hobbs and seconded by Cllr A Wheeler.

No other nominations were put forward, Cllr A Aylott was elected unanimously.

Requests for nomination for Vice-Chairman - Cllr C Hobbs was proposed by Cllr A Wheeler and seconded by Cllr P Hallett.

No other nominations were put forward, Cllr C Hobbs was elected unanimously.

D/Cllr T Yarker congratulated Cllrs Aylott and Hobbs on their re-election.

2/18 Public Participation

West Dorset District Council Update

D/Cllrs T Yarker & F Horsington gave an update on the local government re-organisation with elections due in May 2019, and the second tranche of the Dorchester Local Plan, with a consultation due in the summer. Informed that recent open house meeting on services was presented by WDDC to local town and parish councils.

Public Input

Defibrillator:

It was pointed out that both Mr C. Jackson and Mr D. Parr would be setting up the defibrillator group, not just Mr C. Jackson as reported in the previous minutes. The results of the house to house survey conducted by Mr C. Jackson and Mr D. Parr, were presented:

Total dwellings	276	Visited	259
Not visited	13	Responses	158
Q1 - Defibrillator		Q3 - How to Fund the Running Costs	
In favour	151	Fund Raising	13
Against	7	F. Raising + Precept	134
		Precept	86
Q2 - How to Fund the Purchase		Other	24
Fund raising	1	Not interested	4
Fund + Planning Gain	41		
Planning Gain	112		
Not interested	4	Agreed to undertake CPR training	200 approx

A personal comment was expressed that the defibrillator should be more important than the map.

Grimstone:

Concerns raised in Grimstone that more attention was paid to speeding traffic in Stratton rather than in Grimstone where it's dangerous to cross the road especially for children.

WW1 Memorial:

Under minute 48/15 (e) the Parish Council had agreed for a memorial to record the centenary of the end of WW1. A suggestion was made by Mr C. Jackson for a structure to sit behind the War Memorial where wreaths could be securely placed. A WDDC Chairman's Centenary Fund is available to support this type of project.

3/18 Minutes of the Ordinary Meeting of Stratton Parish Council

All Councillors unanimously agreed the minutes of the meeting held on 20th March 2018.

4/18 Acceptance of National Legislation and Local Conditions

Chairman outlined the basic legislation which the Parish Council had already adopted and those local conditions and policies it held. All Councillors agreed and reaffirmed their intent to follow these.

5/18 Code of Conduct/ Declaration of Interest

The Chairman reminded the Council of the need for Councillors to declare if they had any interest in any of the items to be discussed in the agenda which had not already been entered in the Member's Register of Interests. There were no declarations.

6/18 Specific Duties of Councillors

Allotments	Cllr A. Wheeler
Ancient Monuments	Mrs M. Putnam (voluntary)
Children's Playgrounds	Cllr P. Hallett
Communications	Cllr C. Hobbs
Crime Prevention	Cllr C. Hobbs
DAPTC	Cllr A. Aylott
Finance	Cllr A. Aylott
Footpaths and Rights of Way	tba
Highways	tba
Housing	tba
Maintenance	Cllr A. Aylott
Notice Boards	Cllr P. Hallett
Parish Plan	Cllr A. Wheeler
Social Care & Safeguarding Officer	Cllr C. Hobbs
Transport	tba
Trees	tba
Village Hall Committee	Cllr P. Hallett

Those duties marked as tba. are covered by all Councillors until allocated to a specific Councillor

7/18 Finance

a) Annual Governance Statements 2017/18

Section 1 of the Annual Governance Statement 2017/18 of the Annual Governance and Accountability Return 2017/18 Part 2:

Statements 1 to 8 were read out to the Councillors, the Councillors reviewed each statement and unanimously agreed "yes" to statements numbered one to eight and "n/a" to statement number 9.

b) Annual Accounting Statement

Section 2 of Accounting Statements 2017/18 of the Annual Governance and Accountability Return 2017/18 Part 2:

The figures entered in Items 1 to 10 were reviewed and discussed by Councillors. It was unanimously agreed that the figures entered in this section were a correct and true record of the Council's financial position for the year. Item 11 to show a 'No' entry.

c) Audit Regulations and acceptance as an Exempt Authority

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, provided that the authority has certified itself as exempt at a meeting of the authority after 31 March 2018 and a completed Certificate of Exemption is submitted notifying the external auditor. A Certificate of Exemption is to be completed only by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2018, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. The Council unanimously agreed to submit a Certificate of Exemption and to be an Exempt Authority.

d) Internal Audit Report

The Internal Audit Report has been received. The report stated the balances held at the end of the financial year are correct and properly stated, and all areas stated in the Internal Control Objective have been correctly actioned.

e) Income and Expenditure

Details of the income received and expenditure made since the previous meeting was circulated:

Accounts to 31st March 2018

Monies in the Village Green account cannot be used for any other purpose

Account	Parish	V/Green	Parish Plan	VAT	Balance
Balance b/f	16,243.09	34,130.12	587.94	471.57	50,489.58
Receipts	-2,008.07	800.00	1,208.07	0.00	0.00
Payments	495.05	0.00	0.00	0.00	495.05
Balance c/f	13,739.97	34,930.12	1,796.01	471.57	49,994.53

PAYMENTS IN

Virement to Village Green Account	-800.00
Virement from Parish Account	800.00
Virement to Parish Plan Account	-1,208.07
Virement from Parish Account	1,208.07
TOTAL	£0.00

PAYMENTS OUT

Stratton Village Hall	49.00
Parish Clerk Salary - Jan - Mar	346.05
Section 137 Grant - Dorset Youth Association	50.00
Section 137 Grant - Mosaic	50.00
TOTAL	£495.05

Accounts from 1st April to 15th May 2018

Monies in the Village Green account cannot be used for any other purpose

Account	Parish	V/Green	Parish Plan	VAT	Balance
Balance b/f	13,739.97	34,930.12	1,796.01	471.57	49,994.53
Receipts	2,800.00	1,500.00	750.00		5,050.00
Payments	1,664.85	397.13	250.00	109.32	2,421.30
Balance c/f	14,875.12	36,032.99	2,296.01	580.89	52,623.23

PAYMENTS IN

Precept April	4,800.00
Allotments	250.00
TOTAL	£5,050.00

PAYMENTS OUT

Parish

DAPTC - Training (External Auditor & Limited Assurance Regime)	30.00
DCC - DWP 2018/19 Recreational Field Waste Collection	122.20
Annual Parish Insurance	536.40
Village Green Posts (PG)	243.90
Village Green Posts Labour (PG)	260.00
Tennis Court Line Painting (PG)	402.00
Wheelie Bin Stickers (PG)	178.00

Village Green

Village Green Maintenance (Kevin's Garden Services)	210.00
Engraved fob for the Recreational Field Padlock Key	10.00
Annual Parish Insurance	178.80

Parish Plan

Allotments Lease	250.00
TOTAL	£2,421.30

f) Budget Monitoring

The final budget monitoring position for 2016/2017 was discussed, there was no variation to the overall budget. As explained in the Annual Parish Meeting there was an increase in costs in grounds maintenance due to the contractor terminating their contract. The Council had to put in place replacement contracts with new contractors. This increase was offset by reductions in other budget items.

The opening budget monitoring position for the current financial year was discussed and agreed.

g) Asset Register Review

A review was carried out of the Asset Register, all assets have been updated with the current insurance value. The inclusion of the Mary Pope bench within the register was discussed as it located on the Village Hall grounds, it was agreed for it to remain on the register. Councillors unanimously approved the Register.

h) Risk Assessment Review

A review was carried out of the Risk Assessments. Councillors unanimously agreed that all sections were satisfactory and did not require alteration.

8/18 General Data Protection Regulation (GDPR)

A draft set of policy documents have been written and circulated, these policies will need to be reviewed and adopted at a future meeting.

There's a Government amendment to the Data Protection Bill which will exempt all Town, Parish and Community Councils from the requirement to appoint a Data Protection Officer.

9/18 General Maintenance

The updated maintenance list was discussed and agreed. The spraying of weeds around the Ash Hill bus stop has been completed.

10/18 Planning

The following notices have been received:

WD/D/18/000490 Land between 7 & 8 Furburs Paddock - no objection.

11/18 Highways

The gullies and kerbing repairs have been carried out. The cutting back of the hedge by "The Rise" has not been done, the Council will follow up with Highways.

12/18 Correspondence

"Thank You" letters have been received from Mosaic and the Dorset Youth Association.

DAPTC Survey on LGR matters - The Parish Council have been requested by DAPTC to complete a survey on grading the importance of local services, however the Council felt that they could not contribute effectively and will respond accordingly. For the time being, Parish Councils are not expected to be taking on extra services.

13/18 Village Spring Clean / Litter Pick

A village clean is not required – item closed.

14/18 Christmas Carol Event (2018)

The Durnovaria Silver Band have been booked for Friday 14th December 2018.

15/18 Planning Gain Wishlist

An update on the initial possible ideas discussed at the previous meeting:

Tennis Court - Repaint the court lines	Completed
Village Green Posts -32 posts were replaced and 7 were repaired.	Completed
Recreational Field Play Equipment - To pay off the current deficit.	Completed
Notice Boards - Replace the notice boards in the Manor Close bus shelter and reuse one noticeboard in the Alms Houses bus shelter. The cost of suitable replacements is cheaper than expected.	Unanimously agreed to proceed
Maintenance of the village map - Dependant on finding the original artwork, determining the cost of printing and lamination. A comment to the Chairman for an explanation of the £3,000, this was based on the approximate cost of the initial build of the whole frame and the design of the two diagrams in 1999, plus inflation. No cost estimate to run off a print from the master artwork of one of the design panels has been received.	No decisions have been made.
Traffic Speed Initiatives - "Drive Safely" stickers for wheelie bins, dependent on approval by DWP. DWP approval has been given.	Stickers ordered
Children's Christmas Party - Assume financial help would be required for 2018 if a party was to be organised. The 2017 party costs were approximately £340. The party is expected to be funded by a Section 137 Grant and a donation from the Summer Fayre Committee, therefore the Council agreed to fund any shortfall up to the value of £100.	Unanimously agreed to proceed
Defibrillator - No costing proposals have been presented to the Council regarding the initial costs and ongoing maintenance or replacement costs, although the purchase cost has been mentioned as to be approximately £2,000. The Council do have concerns over the ongoing financial commitment of a defibrillator. The defibrillator group re-iterated that they do not expect the Council to take on the administration or support costs, however the Group expressed a desire for the Council to be supportive of the defibrillator. Collectively the Council are in support of the defibrillator and the initial contribution of £500 + VAT still applies.	Unanimously agreed to proceed.
Allotments – The allotment land is rented from Wrackleford Farms under a 10-year lease. Cllr Hobbs put forward a suggestion as to whether the land could be purchased. Cllr Hallett explained that the land is probably held within a Trust and would not be available for sale. He would try to get confirmation of this fact.	To be reviewed

Christmas meal for the over 70s. The concept to be explored.

To be reviewed.

Memorial for the 100th anniversary of the end of WW1.

To be considered
and reviewed

16/18 Items for the next Agenda

Computer Equipment Insurance, Christmas Carols, Planning Gain Wishlist.

17/18 Public Participation

The Chairman answered the previous questions raised: -

Grimstone Traffic – Concerns over the speed of traffic through Grimstone and the difficulty in crossing the road, especially for children. The council fully appreciates the concerns over road speed on the A37 and have previously arranged for Grimstone to be put on a rota for a 'SID' but understood that this service has ceased. It is known that the Highways department would turn down the idea of a controlled crossing point as the number of users in Grimstone would not meet the required levels. The Council will however contact Highways regarding traffic speed through Grimstone.

The Chairman confirmed that the Parish Council is keen that the maintenance of assets is kept at a high standard as there is a civic pride in how the village looks.

Some additional information regarding the Mary Pope bench was provided - it was presented to Stratton Village Hall by the Stratton and District Home and Garden Club on the 20th May 1986.

It was highlighted to the council that there are village residents who would like to help the Council without necessarily being a Councillor, for example monitoring the condition of footpaths etc. The Chairman confirmed that all village residents have access to the Parish Councillors directly or via the Parish Clerk and if anyone wants to report a problem or make a contribution then they would be gratefully received.

Following on from the WW1 Memorial suggestion made in the initial Public Participation, Mr C. Jackson handed over to the Council a picture of a possible structure to be erected near the War Memorial, saying it would cost £600 and that he had already spoken to a local forge who would do the work but install for free. He also submitted a form from WDDC who are offering grants covering the WW1 centenary. The Council accepted this information and agreed to consider what lasting memorial it felt would be appropriate.

Date of the next Meetings

Extraordinary Meeting – 19th June 2018 at 7pm

To review and adopt new policies on the GDPR and the 2018 model standing orders.

Ordinary Meeting – 17th July 2018 at 7pm

Meeting closed at 9.25 pm