

## **Stratton Parish Council**

Official Minutes of the Annual Meeting of Stratton Parish Council held on 14th May 2019 at the Stratton Village Hall

### **Present**

Cllrs A Aylott, C. Hobbs, A. Wheeler, and one member of the public.

### **Welcome**

The Chairman welcomed everyone to the Annual Meeting of Stratton Parish Council.

### **Apologies**

Parish Clerk Mr C Boulton.

### **1/19 Election of Chairman/Vice 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 A Aylott. No other nominations were put forward, Cllr C Hobbs was elected unanimously.

### **2/19 Public Participation**

No questions or comments were raised.

### **3/19 Minutes of the Ordinary Meeting of Stratton Parish Council**

Councillors agreed the Minutes of the Ordinary Meeting of the Parish Council held on 19th March 2019. Chairman highlighted a fact about Minute 85/18 H) from the meeting of the 19<sup>th</sup> March. That Minute referred to the Parish Council agreeing to enter the Dorset Best Kept Village competition. Following the meeting it had been found that there was considerably more work involved in making the entry that previously thought. In view of the lack of councillors and that entry was always going to result in a 'warts and all' outcome. It was subsequently agreed to not make an entry. An independent review carried out by Mr Colin Jackson also came to the same conclusion and that it was not worth making an entry this year. Mr Jackson was thanked for having carried out an independent review and providing a report.

### **4/19 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.

### **5/19 Code of Conduct/ Declaration of Interest**

Chairman reminded Councillors of the need to declare 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.

### **6/19 Acceptance of Office for New Council**

Official forms of Declaration of Acceptance of Office as a parish councillor were signed and received from each Councillor, Declaration of Acceptance of Office for the Chairman and Vice Chairman were also signed and received. The Register of Members Interest were received from each Councillor.

A Return of Election Expenses form was to be obtained and passed to each councillor shortly as these also had to be submitted to the Electoral Office.

### **7/19 Co-option of Councillors**

There was an obvious need for four additional councillors to be found and co-opted. To date no persons had indicated any interest in becoming a councillor. Chairman confirmed attempts to find new councillors was still required. Further requests would be made via the website asking for people to come forward.

### **8/19 Specific Duties of Councillors**

Allotments	Cllr A. Wheeler
Ancient Monuments	Mrs M Putnam (voluntary)
Children's Playgrounds	Cllr A. Aylott
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	tba.
Parish Plan	Cllr A. Wheeler
Social Care & Safeguarding Officer	Cllr C. Hobbs
Transport	tba.
Trees	Cllr A. Wheeler
Village Hall Committee	Cllr C. Hobbs

Those duties marked as tba. Are covered by all councillors until allocated to a specific councillor.

### **9/19 Finance**

#### A) Annual Governance Statement 2018/19

Section 1 of the Annual Governance Statement 2018/19. Each of the Statements 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 nine.

#### B) Accounting Statement 2018/19

Section 2 of the Accounting Statements 2018/19. The figures entered in Items 1 to 10 were reviewed and agreed 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) Internal Audit Report

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

#### D) Audit Regulations and acceptance as an Exempt Authority

Councillors unanimously agreed that the terms of Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 still applied and agreed to submit a Certificate of Exemption – AGAR 2018/19 Part 2 and to be an Exempt Authority.

#### E) Income and Expenditure

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

DRAFT

**Accounts to 31st March 2019**

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

Account	Parish	V/Green	Parish Plan	VAT	Balance
Balance b/f	12,567.68	34,074.68	1,856.01	868.24	47,630.13
Receipts	-680.00	1,000.14	0.00	0.00	320.14
Payments	67.11	0.00	0.00	1.80	68.91
Balance c/f	11,820.57	35,074.82	1,856.01	870.04	47,881.36
Receipts					
NS&I - Interest				320.14	
Virement to Village Green Account				680.00	
Virement from Parish Account				-680.00	
Total				320.14	
Payments					
<u>Parish</u>					
Stratton Village Hall - Hire				58.12	
Screws & Bolts				10.79	
Total				68.91	

**Accounts from 1st April to 14th May 2019**

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

Account	Parish	V/Green	Parish Plan	VAT	Balance
Balance b/f	11,820.57	35,074.82	1,856.01	870.04	47,881.36
Receipts	0.00	0.00	250.00	0.00	250.00
Payments	907.79	434.65	250.00	4.66	1,597.10
Balance c/f	10,912.78	34,640.17	1,856.01	874.70	46,534.26
Receipts					
Annual Rent from Allotments				250.00	
Total				250.00	
Payments					
<u>Parish</u>					
DWP – Annual – Dog Bin Clearance				140.40	
Zurich Insurance				543.98	
DAPTC Annual Subscription				223.41	
<u>Village Green</u>					
Repairs – Play-area				20.00	
Repairs – Paint – Play-area				27.98	

DRAFT

DRAFT

Village Green Maintenance (April)	210.00
Zurich Insurance	181.33
<u>Parish Plan</u>	
Annual Rent for Allotments	250.00
Total	1,597.10

F) Budget Monitoring

The final budget monitoring position for 2018/19 was reviewed.

G) Asset Register Review

A review was carried out of the Asset Register, all assets have been updated with the current insurance value. It was noted that one bench near the Almshouses was rotten and beyond repair and was shortly to be removed. A decision to be made later in the year on how a replacement bench be financed.

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.

**10/19 General Maintenance**

A) Current maintenance issues

A review was held of the Maintenance schedule with new dates for completion of items. Councillors agreed that items requiring a speedy conclusion should be dealt with by bringing in professional services to complete the job and not rely solely on Councillors good-will to do the job themselves.

B) Tree Report - Playing Field

Cllr Wheeler confirmed that a price had now been received from the tree surgeon to carry out work on the three areas where trees had to be felled. After discussion it was agreed to go ahead and get all the trees that had to be felled dealt with. Cllr Wheeler to arrange with the tree surgeon for the works to be done.

It was agreed that the fence along the eastern end of the playing field required replacement. Quotation to be obtained, although work would wait until all trees that had to be felled had been removed.

C) Beech Tree - Locks Lane

Cllr Hobbs to check with the Locks Lane Residents Association as to whether the beech tree in Locks Lane was to be removed and when. The tree had been identified by Highways as being in a dangerous condition.

**11/19 Future Policy Changes/Areas of Improvement**

A list of policy changes or areas where it was felt that improvements could be made was to be prepared for consideration. Although work on any changes or improvements would be spread over the life of the Council and not dealt with immediately.

**12/19 Highways**

No new items were raised by Councillors. A check was to be made with Highways to confirm that the existing contact point within Highways was still the most correct and proper route to follow for queries or problems found.

DRAFT

**13/19 Village Spring Clean/Litter Pick**

After discussion it was felt that there was no need for a specific litter pick in the parish.

**14/19 Planning Gain Wishlist**

Chairman reminded Councillors that a new list of objectives needed to be considered and put in operation. A general view that continued maintenance improvements was the most beneficial for the Parish. Especially where this was one-off work. A list of new objectives to be compiled. Initial thoughts were a replacement bench by the Almshouses and the replacement fence by the playing field. A question was raised as to whether there was anything that could be provided at Ash Hill. This to be explored.

**15/19 Correspondence**

A request had been received from a resident, who had concerns over parking in several areas of the village that at times restricted or encumbered potential entrance by emergency vehicles e.g. fire engines or ambulances. Parking was not an issue which the Parish Council had any legislative power over but was willing to highlight concern and request villagers to be considerate when and where they parked.

Other general correspondence had been received mainly concerning elections and the new Dorset Council. This had been circulated to councillors as appropriate.

**16/19 Items for the next Agenda**

Future policy/Improvement changes, Trees – Playing field, Tree – Locks Lane.

**17/19 Public Participation**

- A) That consideration be made about entering next year's Dorset Best Kept Village competition.
- B) Thanks to all three councillors for seeking re-election and standing for the Parish Council.
- C) Thanks given to the Council for all the various attempts it made to try and increase the number of councillors standing in the recent election.

**Date of the next Meeting**

Ordinary Parish Meeting – Tuesday 16th July 2019 at 7pm  
Dates for all meetings in 2019/20 have been provisionally booked as 17<sup>th</sup> September and 19<sup>th</sup> November 2019, 21<sup>st</sup> January and 17<sup>th</sup> March 2020.

Meeting closed at 9.15 pm