

HAZELBURY BRYAN PARISH COUNCIL

Minutes of the Annual Meeting of Hazelbury Bryan Parish Council held in Hazelbury Bryan Village Hall on Tuesday 6th May 2014 at 8.00pm

Present:- Dave Roberts (DR), Steve Murcer (SM), Ken Huggins (KH), Tricia Walton (TW), David Maughan (DM), Martin Richards (MR), Emma Grayson (EG)

Members of the Public:- 9

Minutes:- Matthew Mills (Parish Clerk)

Apologies:- Cllr Pauline Batstone (DCC & NDDC)

Ref	Action	Owner
090/14	<p>Election of the Chairman of the Parish Council</p> <p>Councillor Dave Roberts thanks the Clerks and Councillors that have assisted him over the past 3 years. The Council elected Councillor Steve Murcer unanimously as Chairman of Hazelbury Bryan Parish Council for 2014/15 (Proposed by Martin Richards, seconded by David Maughan).</p>	
091/14	<p>Statutory Declaration of Office</p> <p>It is recorded that Councillor Steve Murcer took the Chair, made and signed the Statutory Declaration of Acceptance of Office.</p>	
092/14	<p>Apologies for absence</p> <p>It was recorded that there were no apologies for absence.</p>	
093/14	<p>Adoption of the minutes of the April Parish Council meeting</p> <p>The Council resolved to adopt the minutes of the previous meeting held on 1st April 2014 after the following correction</p> <p style="padding-left: 40px;">The last sentence of 074/14 namely “The Council also resolved to consider at the next meeting the circumstances under which the repayment of this amount could be requested should funds become available to the Village Hall committee.” was replaced by “The Council also agreed to discuss the possible repayment of the amount by the Village Hall Committee at the next meeting.”</p> <p>and the Chairman signed the amended Minutes as being a true record of that meeting.</p>	
094/14	<p>Election of the Vice Chairman of the Parish Council</p> <p>The Council elected David Maughan (Proposed by Emma Grayson, seconded by Martin Richards) and Ken Huggins (Proposed by Tricia Walton, seconded by Martin Richards) unanimously as Vice Chairmen of Hazelbury Bryan Parish Council for 2014/15.</p>	
095/14	<p>Appointment of members to serve on the following Committee</p> <p>(a) Playing Field Committee</p> <p>The Council appointed Councillors Emma Grayson (Proposed by Martin Richards, seconded by Tricia Walton) and David Maughan (Proposed by Martin Richards, seconded by Tricia Walton) to represent the Council on the Playing Field Committee.</p>	
096/14	<p>Proposal of representative for the following village organisation</p> <p>(a) Village Hall Committee</p> <p>The Council proposed Councillor Tricia Walton to represent the Council on the Village Hall Committee (Proposed by David Maughan, seconded by Dave Roberts).</p>	

097/14	<p>Assignment of portfolios</p> <p>(a) Allotments Councillor Ken Huggins was assigned the Allotments portfolio (Proposed by Emma Grayson, seconded by David Maughan)</p> <p>(b) Public Rights of Way Councillor Emma Grayson was assigned the Public Rights of Way portfolio (Proposed by Dave Roberts, seconded by David Maughan)</p> <p>(b) Public Transport Councillor Martin Richards was assigned the Public Transport portfolio (Proposed by Ken Huggins, seconded by Tricia Walton)</p>	
098/14	<p>Approval for the Parish Clerk to continue to send summons and notices to Parish Councillors electronically</p> <p>The Council resolved to give the Parish Clerk approval to continue to send summons and notices to Parish Councillors electronically.</p>	
099/14	<p>Approval for the Responsible Financial Officer to continue to pay PAYE to HMRC electronically</p> <p>The Council resolved to give the Parish Clerk approval to continue to pay PAYE to HMRC by direct debit and in doing the Council will allow the Clerk to complete the Direct Debit online confirmation.</p>	
100/14	<p>Approval to the Responsible Financial Officer to continue to pay Chris Juett for website maintenance by monthly Standing Order</p> <p>The Council resolved to give the Parish Clerk approval to continue to pay Chris Juett for website maintenance by monthly standing order.</p>	
101/14	<p>Confirmation of cheque signatories</p> <p>It is recorded that there had been no changes to the cheque signatories, these being Dave Roberts, Steve Murcer, Emma Grayson and David Maughan</p>	
102/14	<p>Clerk's Report</p> <p>The Clerk reported that</p> <ul style="list-style-type: none"> ▪ He had written to Mr Alderson of Roseland, Pidney Hill confirming the outcome of the meeting held at the War Memorial in February. A copy of the letter was sent to the Andrew Brown (Dorset County Council) and PC Sugrue (Dorset Police). ▪ He had written to Sarah Walker of Corbyns, Drum Lane asking that her dogs be kept under proper control and the boundaries of the property be secured. A copy of the letter was sent to the owner of the property John Romans, Liz Hayes (NDDC Dog Warden) and PC Sugrue (Dorset Police). ▪ He had reported the problem of the slippery surface footpath from Pidney Hill to The Keep (N41/19) had been reported to Graham Stanley of Dorset County Council. He in turn had forwarded it to Alaric Little and Roland Skeats for their input and advice. 	
103/14	<p>Declarations of Disclosable Pecuniary or Personal interest and granting of dispensations</p> <p>It was recorded that there were no declarations of disclosable pecuniary or personal interest nor dispensations granted.</p>	

<p>104/14</p> <p>105/14</p> <p>106/14</p> <p>107/14</p> <p>108/14</p>	<p>Financials</p> <p>(i) Invoices received in the last month The Council resolved to make the following payments under the authority provided by the General Power of Competence:</p> <table border="1"> <thead> <tr> <th>Payee</th> <th>Service</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Mr Matthew Mills</td> <td>Parish Clerk's salary</td> <td>£263.09</td> </tr> <tr> <td>Mr Matthew Mills</td> <td>Parish Clerk's expenses</td> <td>£25.00</td> </tr> <tr> <td>DAPTC</td> <td>Training course fees</td> <td>£30.00</td> </tr> <tr> <td>Viking</td> <td>Clerk's stationery</td> <td>£55.48</td> </tr> </tbody> </table> <p>(ii) Standing Order and Direct Debit payments in the last month It was recorded that the following payments had been made by Standing Order or variable Direct Debit under Clause 7.6 of the Council's Financial Regulations.</p> <table border="1"> <thead> <tr> <th>Payee</th> <th>Service</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Chris Juett</td> <td>Website maintenance</td> <td>£20.00</td> </tr> <tr> <td>HMRC</td> <td>PAYE</td> <td>£210.60</td> </tr> </tbody> </table> <p>(iii) Income received in the last month It was recorded that the following income had been received:</p> <table border="1"> <thead> <tr> <th>Payee</th> <th>Service</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>North Dorset District Council</td> <td>Precept</td> <td>£7,150.00</td> </tr> <tr> <td>Lloyds Bank</td> <td>Interest</td> <td>£1.55</td> </tr> <tr> <td>HMRC</td> <td>2013/14 VAT reclaim payment</td> <td>£449.26</td> </tr> </tbody> </table> <p>(iii) 4th quarterly account review The 4th quarter accounts reviewed on 28th April by Cllrs Dave Roberts & Ken Huggins were approved.</p> <p>(iv) Financial report The summary receipts & payments accounts for year ending 31st March 2014 and the comparison of the payments/receipts figures against the 2013/14 budget accounts reviewed on 28th April by Cllrs Dave Roberts & Ken Huggins were approved.</p>	Payee	Service	Amount	Mr Matthew Mills	Parish Clerk's salary	£263.09	Mr Matthew Mills	Parish Clerk's expenses	£25.00	DAPTC	Training course fees	£30.00	Viking	Clerk's stationery	£55.48	Payee	Service	Amount	Chris Juett	Website maintenance	£20.00	HMRC	PAYE	£210.60	Payee	Service	Amount	North Dorset District Council	Precept	£7,150.00	Lloyds Bank	Interest	£1.55	HMRC	2013/14 VAT reclaim payment	£449.26	
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<p>109/14</p>	<p>Internal Audit</p> <p>The Clerk submitted a report recommending the appointment of Darkin-Miller as the internal auditor 2013/14.</p> <p>The Council resolved to engage Darkin-Miller Ltd Chartered Accountants for the 2013/2014 financial year internal audit.</p>	<p>Clerk</p>																																				
<p>110/14</p> <p>111/14</p>	<p>Planning</p> <p>(i) Planning applications decisions by NDDC and DCC None</p> <p>(ii) Planning applications received from NDDC and DCC 2/2014/0383 Springfield, Drum Lane</p> <table border="1"> <tbody> <tr> <td>Not Heard</td> <td>SM, MR, TW</td> </tr> <tr> <td>Not Contentious</td> <td>DM, KH, DR, EG</td> </tr> </tbody> </table> <p>It was recorded that the Clerk using power delegated to him in Appendix 1 of the Standing Orders of Hazelbury Bryan Parish Council (Version 3, Adopted 5th November 2013) informed NDDC that the Council has no comment on the application 2/2014/0350 Beech House, Kingston Lane Erect 1 No. three bay garage No Comment</p>	Not Heard	SM, MR, TW	Not Contentious	DM, KH, DR, EG	<p>Clerk</p>																																
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112/14	<p>Revision of Standing Orders and Financial Regulations</p> <p>Following the publication by NALC of new model standing orders and financial regulations both the Council's Standing Orders and Financial Regulations need to be revised.</p> <p>The Council resolved to form a working group consisting of Councillors David Maughan and Ken Huggins and the Clerk to revise the Council's standing orders and financial regulations.</p>	DM, KH, Clerk
113/14	<p>Land Maintenance</p> <p>(i) Coney Lane 2014</p> <p>To be considered at the next meeting</p>	Clerk
114/14	<p>(ii) Allotment Association Agreement</p> <p>A copy of the 2009 agreement has been located. This agreement isn't very helpful as it says the association is (a) to maintain and improve facilities which will help members to pursue these activities and (b) to maintain and improve the condition of the site as a whole and to encourage and educate others to do so but doesn't say how this is to be paid for. The allotment association requested that the agreement be renegotiated.</p> <p>The Council resolved to form a working party consisting of Councillors Emma Grayson and Ken Huggins and the Clerk to renegotiate the allotment tenancy agreement and Allotment Association constitution.</p>	EG, KH, Clerk
115/14	<p>Kingston Notice Board</p> <p>The Council resolved to get a quote to repair the notice board at Kingston.</p>	Clerk
116/14	<p>Playing Field</p> <p>(i) Playing Field Committee Terms of Reference</p> <p>The Council resolved that Councillor David Maughan, Jim Bettle and the Clerk should prepare a revision of the Playing Field Committee terms of reference.</p>	DM, Clerk
117/14	<p>(ii) Report from the Playing Field Committee representative</p> <ul style="list-style-type: none"> ▪ The sight screens are being repaired and repainted, ▪ One swing had been rehung following the fitting of new chains but the other seat needed to be replaced, ▪ The positioning of the shipping container would be reviewed, ▪ The Council were content with the Accounts that had previously been circulated. 	
118/14	<p>Village Hall</p> <p>(i) Possible repayment by the Village Hall Committee of VAT over claim</p> <p>The Council resolved by a vote of six for and one against not to pursue the repayment by the Village Hall Committee of the VAT over claim.</p>	
119/14	<p>(ii) Report from the Village Hall Committee representative</p> <ul style="list-style-type: none"> ▪ The next film, "The Railway Man", is being shown on Saturday 17th May at 7.30pm. Doors open 6.45pm, film starts 7.30pm. Bar. Free entry. 	

120/14	<p>Report from DCC & NDDC – Councillor P Batstone</p> <p>Cllr Batstone submitted her report by email. The full report will be put on the Council's website however the main issues concerning the residents of Hazelbury Bryan were:</p> <ul style="list-style-type: none"> ▪ The only way to deal with the plague of potholes on the country lanes is to continue reporting them so that the Highways people know where they are and can deal with them. It is an on-going battle and a thankless task. ▪ Both the County and District Councils are facing 40% reductions in income over the next two years. Hence the need to find more efficient and effective ways of working. ▪ The deadline is 31st May for young people wishing to continue in school to apply for concessionary places on school transport, if these are available. 	
121/14	<p>Verbal Communicated Items</p> <ul style="list-style-type: none"> ▪ Alma Tenwick informed the Council that the tubs outside the village hall would be replanted when she returns from holiday, ▪ Councillor Martin Richards was unhappy with the resurfacing carried out recently on the road between Hazelbury Bryan and Sturminster Newton and wanted his views passed onto Dorset County Council. 	Clerk
122/14	<p>Written Communicated Items</p> <ul style="list-style-type: none"> ▪ From Glenn Coombs re dog fouling – To be considered at the next meeting ▪ From Dorset Waste Partnership re Recycling advisers offer help on the doorstep ▪ From Dorset Waste Partnership re the work on the Antelope Inn to remove the fencing/tarmac etc from the former recycling site and return the land its former state ▪ From Dorset County Council re Early hours street light switch-off Changes to night-time street lighting will be introduced in Hazelbury Bryan over the next few months. ▪ From Dorset County Council re Temporary Traffic Regulation Order restrict use of the roads as follows: West Lane 4 June 2014 – 20 June 2014 Silly Hill 4 June 2014 – 20 June 2014 ▪ From Dorset County Council re the Mobile Library Schedule for 2014/15 ▪ From Dorset County Council/Dorset Wildlife Trust re working with the community to manage our local green spaces and wildlife ▪ From Victim Support thanking the Council for its donation ▪ From Macmillan Cancer Support re the Dorset Bike Ride 2014 	Clerk
	<p>Steve Murcer thanked Dave Roberts on behalf of the Council for all the hard work he had done over the past 3 years for the benefit of the village. The meeting closed at 9.25pm.</p>	
	<p>The next meeting will be at 8pm on Tuesday 3rd June 2014 in the Village Hall.</p>	

These and earlier minutes and agendas can also be viewed at:-

<http://www.hazelburybryan.com/hbpc.html>