

Manston and Hammoon Parish Council

Minutes of the Parish Council Meeting Held on Wednesday 2nd September 2020 at 6.00pm in Manston Village Hall

Present:

Councillors – N. Frampton, K. Murphy, E. Clark, T. Morgan, R. Stone, S. Vestbirk, C.Poe

In attendance:

J Ramsay (Parish Clerk)

Cllr Jane Somper (Dorset Council)

Chairman's Welcome

20.27. Public Discussion Period (30 mins)

No public present.

20.28. To receive and accept apologies for absence

No apologies were received.

20.29. To agree the minutes of previous meeting on 10th June 2020 are a true and accurate record

The minutes were agreed as a true and accurate record of the meeting.

20.30. Declarations of pecuniary and other interests in relation to the agenda

There were no declarations of interest.

20.31. Issues arising from the last meeting – Clerk's Report

- Hammoon Bridge & Flooding Update – Email update was circulated Monday (31st August) to be discussed under agenda item 20.43
- At the last meeting, Question was raised about planning decisions and why/how planning determine who the consultation goes to and the reply was *"Basically we plot each application site and this brings up the PC, ward Councillors etc. who have to be consulted"*.
- A quote has been received for the post tops – to be covered under item 20.40.
- Speeding Issues – Clerk asked the Police if they are able to attend a meeting to discuss speeding/traffic, and the reply was they are not attending meetings or engagements still at this time. We need to decide if that action is still required. **Agreed the Police should be contacted again prior to the next Council meeting – Clerk to action.**
- Cllr Poe emailed (9th July) to report that the gullies and drains by The Cross/circle had been cleared, right through to the outlet in the Oxbow part of the river. There was going to be a road closure to progress this further, the road closure notice was circulated so assume the work has been completed. Chairman reported that the road was closed, but was unsure the work had been completed although the road seemed clear compared to other local areas. It was also reported that Manston has also been cleared by the top of the hill.
- Hammoon Churchyard - Oak posts around the monument – to be covered under item 20.42

20.32. Update from the Chairman

Chairman asked if there were any questions arising from the change in format of the agenda and minutes, none were noted. Chairman stated that the Clerk will have their yearly appraisal after this meeting. Chairman also requested that the Clerk keep copying in all Councillors to emails so everyone is aware of what is going on – Councillors agreed this was a good idea.

20.33. To receive report from Dorset Council (*report circulated in advance*)

Cllr Jane Somper attended the meeting, providing an update from Dorset Council. A key point raised was that it could become more difficult to contact public facing teams such as planning at Dorset Council as a decision has been made to not return officers to County Hall until March 2021. Cllr Somper advised that the new Blackmore Vale magazine is being launched digitally from September 18th, it maybe that they will collate planning applications as they used to when the magazine was in paper format.

20.34. To receive a finance report (*report circulated in advance*) and to agree action in response to proposals and payment approvals

Councillors noted the below payments made under delegated powers by cheque out of Council to DAPTC and Playsafety Limited.

| | | | |
|------------|--------------------|------------------------------------|--------|
| 22/06/2020 | DAPTC | Annual Subscription 20/21 | £99.81 |
| 22/06/2020 | Playsafety Limited | Annual Inspection | £82.20 |
| 01/07/2020 | DAPTC | Clerk Training - Agendas & Minutes | £35.00 |

Payments to be sanctioned:

| | | | |
|------------|----------------------|---|---------|
| 02/09/2020 | Manston Village Hall | Hire of Village Hall (Sep 20-21) | £56.00 |
| 02/09/2020 | Clerk | Salary | £250.00 |
| 02/09/2020 | Clerk | Expenses Claim | £58.80 |
| 02/09/2020 | Clerk | Extra Salary for Additional Hours (2019/20) | £274.32 |

Clerk requested that the above payments as listed be sanctioned. ALL IN FAVOUR.

20.35. To agree a s137 Grant Sum for the Village Hall (in addition to Hire Costs)

Clerk asked Councillors to agree a s137 grant payment be made to the Village Hall to help towards its upkeep in the community. Last year £100.00 was given as a grant in addition to the yearly hire costs of £56.00 for four quarterly meetings. ALL IN FAVOUR.

20.36. Review Change of Bank Account decision

Chairman raised that he had received a letter from Natwest offering money to the Council to leave their business banking. A new account had tried to be opened with Lloyds Bank but this process stopped with Covid-19 and the bank have been uncontactable. Chairman asked for agreement to pursue this option and look at other banks. ALL IN FAVOUR. In the meantime, Clerk requested the Council approve that the Clerk becomes an authorized signatory on the Natwest account. ALL IN FAVOUR.

20.37. Risk Assessment Review 2020/2021 (*review circulated in advance*)

The risk assessment document was put forward for approval. ALL IN FAVOUR.

20.38. To comment on any planning applications

No new applications have been received since the last meeting. A brief discussion was had about the difference in applications if there is a permitted development right on the land – these are not circulated to the Parish Council for comment. Clerk requested approval to attend planning training – DAPTC are running a course costing £117.00 which should help understand the role that the Parish Council has in planning. ALL IN FAVOUR.

20.39 To review Play Area Safety Inspection Report and Decide on remedial actions

Clerk attempted to contact three companies to provide quotes. Only one replied and determined that the wooden beam needs to be replaced. The quote received was £444.00 (including VAT). In the short term this fix would enable the play area to be re-opened. In the long term the rubber floor will need replacing and the other rails will need replacing, the projected cost for that would be £5,500. Chairman requested the Council decide on the future of the play area, should the play area be repaired as potentially not many people use it? Councillors agreed the play area is needed and should be repaired. On discussion it was felt that the quote was too high, and question was raised whether someone more local could do the work.

Action: Cllrs Murphy and Morgan to visit the play area and determine the work required. If under £444.00 it was agreed to pursue another contractor to fix it.

20.40. To receive an update on Hammoon telephone box

Cllr Poe reported that the telephone box has been painted, cleaned up and the door fixed. Question was raised to how the phone box could be used if the old noticeboard is fixed rather than being in the phone box. Cllr Poe stated that the people who undertook the refurbishment of the phone box are willing to do the noticeboard for free as well. **Action : Cllr Poe to progress.**

20.41. To agree budget and style for finger post round tops

Clerk requested the Council consider the quote to put round tops on the remaining three finger posts - one past The Plough; one in Hammoon; one at the T-junction at the end of Hammoon Lane. As the style on the fourth post is underground style, it was agreed to make the others the same to have the same village look. The quote is £320.00 per finger post, total cost £960.00. ALL IN FAVOUR. **Action : Cllr Poe to progress**

Chairman raised that all the signs in and around the villages look dirty and tired. Dorset Council now only clean the signs once every two years, and it maybe that some need to be replaced. **Action: Clerk to write to Dorset Council on the state of the signs and whether they can be replaced.**

20.42. To receive an update on Hammoon Churchyard (oak posts around monument)

Cllr Vestbirk confirmed that at least two of the posts around the monument are broken, the posts are quite large and slot into the ground. Cllr Vestbirk proposed that all the posts are replaced at the same time so that they match and to stop one or more posts going soon after. ALL IN FAVOUR. **Action: Cllr Vestbirk to contact a supplier to replace the posts.**

20.43. To receive an update on Hammoon Bridge & Flooding

Clerk had previously circulated an email from Brian Richards at Dorset Council, which shows that the Environment Agency have created a Local Levy Fact sheet for funding towards the flood gates at Hammoon. It will be taken to a Regional Flood & Coastal Committee (RFCC) meeting for approval. Following approval Dorset Council can claim the funding through the normal Flood & Coastal Risk Management (FCRM) grant claim. It is hoped that this can be actioned before the winter season. **Action: Clerk to chase Brian Richards for an update at the end of September.**

20.44. Discussion on any highway issues in both villages (to include traffic and speeding)

Cllrs raised that there has been an increased amount of fly tipping by the side of roads and Cllrs are taking it upon themselves to remove the waste. With regards to speeding Cllr Clark confirmed that the farm in Manston up towards The Plough has new cattle crossing signs in place. There has been no further update on the speeding issues at Ram's Hill. **Action: Clerk to chase Michael Potter at Dorset Council.**

20.45. Agree Data Protection Policy and Social Media Policy

Councillors unanimously agreed the policies.

20.46. Confidential Matters (public and press to leave the meeting) – Decisions to be made in relation to the Clerks salary and contract

It was agreed to use the NALC employment contract for the role of Clerk/RFO – **Clerk to revise.**

The Clerks salary was agreed, along with an increase in the number of weekly hours. It is hoped that the increase in weekly hours will negate the need for additional hours to be claimed at the end of year.

Although if the hours are exceeded an additional claim will be made as per this year. Request was made for the salary to be paid by standing order on a monthly basis to start 1st October 2020. ALL IN FAVOUR.

20.47. Items for the next meeting

None noted.

Cllr Murphy raised some any other business - after meeting with the vicar and Archdeacon of Sherborne regarding Manston church Cllr Murphy raised that the church track next to the church has a very narrow splay which means that people leaving the track cannot see traffic coming from Hammoon which is a safety issue. Cllr Murphy has tried to chase this up and look for the planning application schedule of conditions but to no avail. **Action: Clerk to write to Dorset Council to confirm if the planning conditions have been met.** Cllr Murphy also noted that the stone wall on the left by the pull in, in Manston, is falling away. Cllr Murphy has completed the relevant form to report it to Dorset Council Highways Team but the wall is possibly the property of Spectrum Housing. **Action: Cllr Murphy to chase and if unsuccessful pass to the Clerk.**

20.48 Date of next meeting(s)

2nd December 2020

3rd March 2021

2nd June 2021

There being no further business the meeting closed at 1943 hours.