

# Manston and Hammoon Parish Council

## Minutes of the Parish Council Virtual Online Meeting Held on Wednesday 2<sup>nd</sup> December 2020 at 6.00pm via Zoom

### Present:

Councillors – N. Frampton, E. Clark, R. Stone, S. Vestbirk

### In attendance:

J Ramsay (Parish Clerk)

Cllr Jane Somper (Dorset Council)

### Chairman's Welcome

#### 20.49. Public Discussion Period (30 mins)

No public present.

#### 20.50. To receive and accept apologies for absence

Apologies were received and accepted from Cllrs Charlie Poe, Keith Murphy and Terry Morgan.

#### 20.51. To agree the minutes of previous meeting on 2<sup>nd</sup> September 2020 are a true and accurate record

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

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

There were no declarations of interest.

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

- Road Signs Cleaning Update – Clerk has asked Dorset Council to clean the road signs as dangerous but think this has not happened. Clerk also contacted a window cleaning company for a quote and after initially saying they could do it, having sent across the photos Cllr Poe kindly took they have not come back to me. Cllr Clark raised that the Manston sign by the abattoir has letters falling off and needs replacing. **Action: Cllr Clark to take photos of Manston signs and Clerk to contact the Highways Team to replace the broken village sign by the abattoir.**
- Speeding Issues – Clerk has asked the Police to attend a meeting virtually, however they use MS Teams and we don't have access to that currently.
- As regards the speeding issue/accident that was at Ram's Hill, Clerk has chased up Dorset Council twice between this and the last meeting and the reply was that there has been no further progress. *The request for a 40mph limit has been noted and will remain under consideration at this stage. DC are now currently in the early stages of considering a speed limit review across many rural routes and are yet to establish a programme of work.* Having contacted the Police as above, the Police did provide some information on the area of Ram's Hill and what incidents there have been. **Action: Clerk to forward to Dorset Council, copy to Mr. Ogle for information**
- Fingerpost Update - The roundels have been cast, fettling started and they should be ready for painting soon. They should all be ready by Christmas. A deposit has been paid, rest to be paid on completion.

Chairman:

Date:

- Hammoon Bridge & Flood Gates – Clerk has been in contact with the Senior Estimator at Dorset Council and he informed me that the locations of signs and the gates had been agreed, until a resident who lives in Hammoon House wished to stop the works being carried out as one of the gates is being erected on his land. Dorset Council are currently investigating if the gate can be erected at this location and Dorset Council have asked for a Land Registry search. Cllr Vestbirk stated that the issue here is with the gates - they go across the road and this requires a gate post to go in the verge and it is thought that the verge is on the resident's property as noted. Cllr Vestbirk suggested an alternative solution to the gate post, and Chairman raised question as to who actually owns the verges, is there not an understanding that the Highways own the first metre of land?  
**Action: Clerk to contact Dorset Council and raise suggestion/question the verge ownership.**

*Cllr Somper arrived at this point in the meeting, 18:44pm*

**20.54. Update from the Chairman**

Chairman stated that he had spoken with both Cllrs Morgan and Murphy as they could not attend tonight's meeting. Chairman agreed to raise on their behalf the deteriorating village sign at Manston and the possibility of planting a hedge around the playground (conservation reasons). Cllr Murphy suggested a float system be put in place by the re-making shed by Hammoon Bridge which is linked to the gates, the float then triggers an alarm.

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

Cllr Jane Somper attended the meeting and asked if anyone had any questions on the report. None were noted.

**20.56. 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 either cheque or bank transfer out of Council:

01/10/2020	Clerk	Salary (Monthly)	£138.45
16/10/2020	DAPTC	Training - Planning Part 1	£39.00
01/11/2020	Clerk	Salary (Monthly)	£138.45
06/11/2020	DAPTC	Training - Planning Part 2	£39.00
16/11/2020	DAPTC	Training - Planning Part 3	£39.00
16/11/2020	Normtec	Fingerpost	£400.00
01/12/2020	Clerk	Salary (Monthly)	£138.45

Payments to be sanctioned:

02/12/2020	Clerk	Expenses Claim	£143.88
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Clerk requested that the above payment as listed be sanctioned. ALL IN FAVOUR.

**20.57. To agree VAT return**

Clerk explained that no VAT had been claimed for the last two years, maybe three. There is about £125.03 to claim back, however to claim back VAT a VAT invoice must be in evidence and not all companies are VAT registered. Chairman asked Clerk to review the last three years and ensure all large purchases, especially the village signs had been included, otherwise it was agreed to complete a return. **Action: Clerk.**

#### **20.58. To agree Precept Proposal for 2021/22**

Clerk explained the overall figure will remain the same at £4,450. The budget headings have been revised slightly to counter for the increase to the Clerk's hours and salary. This meant reducing budget in other areas, however the figures allocated to certain budget headings would probably not cover the required costs for repair anyway, therefore money would be more than likely allocated from Reserves – for example replacing playing field equipment. It was felt that the Council could not justify any increase to the Precept as there are Reserves available for larger projects. ALL IN FAVOUR

#### **20.59. Change of Bank Account – Unity Trust**

Clerk still does not have access to the bank account and it is becoming frustrating and difficult to do the bank reconciliation. Clerk also works for another parish and they use Unity Trust Bank, which other Dorset Parishes had recommended before as well. Unity Trust Bank works well and although there were some initial transferring over issues, Clerk would recommend changing accounts to Unity Trust. You can have up to 5 signatories including the Clerk and it has a two person authorizing process, so the Clerk would upload the payment and someone else would authorize it. This protection is not in place at the moment as only the Chairman can do bank transfers which is a risk. Chairman stated that he looked into leaving Natwest Bank as they keep writing and asking us to leave, but the banks available are not really suited to parish councils. Cllr Stone asked for more clarity on why the other parish council found it difficult to change. Clerk explained the reasons and stated that because the Clerk is not on the current mandate we need to start afresh anyway. Once the new account is opened with a small deposit, we can close off the Natwest Bank separately, running them in tandem for a time. Clerk requested the Council approve changing bank accounts. ALL IN FAVOUR.

#### **20.60. To comment on any planning applications**

No new applications have been received since the last meeting – although one arrived last minute today and Clerk advised that it had been circulated for comment by 23<sup>rd</sup> December.

#### **20.61. To receive an update on Hammoon Churchyard (oak posts around monument)**

Cllr Vestbirk confirmed that the oak posts can be purchased online and estimates that the cost will be about £250.00. There could be an issue with the base metal plates as they are in imperial measurements and new posts are metric, but they should fit. Drill holes are also required to put the chain through. Chairman stated that the current grass cutter is no longer able to continue cutting the grass at the churchyard but does know someone they could ask to take over. Chairman proposed asking the same person to order, drill as necessary and fit the posts. Cllr Vestbirk confirmed 10 oak posts would be required. ALL IN FAVOUR.

#### **20.62. To receive an update on Hammoon Bridge & Flooding – Site Visit Report**

Cllr Vestbirk stated that there was a site visit in October with Dorset Council Highways and the Environment Agency. At the time it was identified where the gate posts are going to put in for the flood gates so it would still enable cars to turnaround when they cannot get through. The proposed gate was not attractive nor in keeping with the area so a straight gate with a reflector was opted for, however this is where the issue lies and securing the post to the verge outside Hammoon House. Chairman asked what the time period is for the gates. Cllr Vestbirk stated that the agencies were all ready to go, as planned, however this objection has created a delay. The agencies confirmed that the gates have been used in other areas similar to Hammoon and very effectively. There is no solution at present to what happens when villagers are in the village and the gates are locked. This is to be resolved, it is important to get the gates in place first. **Action: Clerk to follow up with Dorset Council.**

#### **20.63. To agree sign replacing and cleaning quote**

Covered under item 20.52

*Cllr Somper left at this point in the meeting, 19:18pm*

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

### **a) Village Hall Hedge & Request for Footpaths**

Clerk advised that a letter had been sent to Harrowfield House as they own the hedge next to the village hall which is overgrown and causing the difficulty in seeing when exiting the village hall. Councillors did not think any action had been taken. **Action: Clerk to suggest the Village Hall Committee write to the owners as well.**

With regards to footpaths, a pavement alongside the road would be an expensive major project and Dorset Council can advise on this, however Councillors felt that it would be unlikely to succeed. Clerk sought advice and if the footpath was on private land it could be a permissive footpath or dedicated right of way from the landowner. Cllr Stone raised that the path down Hillside which goes to the left, could be extended to the right, it would then go to the playing field at the back of the village hall. The footpath goes behind the houses and across the fields, with a gate in the fence it could lead into the back of the village hall. This could be a solution depending on the landowner. **Action: Clerk to feed back to Village Hall Committee**

### **b) Hammoon Village Sign Damage**

Clerk explained that the insurance company has been contacted regarding the damage and the excess is £250 for a claim on street furniture. Clerk also contacted the company who made the sign and they quoted about £150 +VAT to replace the post but could not fix it. Clerk therefore contacted Dorset Council to see if they would fix it. Dorset Council are quoting for a replacement post and a cost to fix it, Clerk is still awaiting the quote. Clerk requested Councillors decide whether the insurance claim should be pursued. It was felt it would not be worth claiming if the costs did not exceed the excess significantly. **Action: Clerk to organize.**

Chairman asked if Councillors thought the Hammoon village sign should be moved as it has been struck and damaged more than once recently as it is where the road narrows. A brief discussion was had and it was decided to repair the sign, but if more damage is done maybe the sign could be moved in the future.

## **20.65. To decide on whether to apply for grant for play area**

Clerk explained that there was an offer of 20% grant funding for outdoor play area equipment, however having got a quote for replacing the climbing frame and matting it would more than likely cost more than the parish council has in Reserves even with 20% off. Clerk stated that since it was installed no money has been spent on it except for inspections and grass cutting. Chairman suggested therefore maybe we ought to scrap what is there and replace rather than repair. Question was raised as to how much the playground is actually used, Councillors felt that it is not used very much but it would be a shame to take it away altogether. **Action: Clerk to source quotes for alternative equipment/flooring**

## **20.66. To decide on Dog Enforcement Signage**

Councillors felt that dog fouling is not a significant issue in the parish, therefore new signage is not required at this time.

## **20.67. To determine need for salt bins/dumpy bags for Winter Season 2020/21**

Cllr Clark stated that there is one salt bin in Manston and that according to the relevant documentation, is re-filled once by Dorset Council for free for the season. After that, the parish need to pay for re-fills and any additional bins/dumpy bags as required. It was agreed nothing extra was required at this time.

**Chairman:**

**Date:**

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**20.68. Agree H&S Statement, FOI Scheme, Record Retention Policy and General Privacy Notice**  
Councillors unanimously agreed the policies.

**20.69. Confidential Matters (public and press to leave the meeting)**  
Nothing to raise.

**20.70. Items for the next meeting**  
None noted.

**20.71 Date of next meeting(s)**  
Councillors agreed to the same schedule for 2021. **Action: Clerk to ensure Village Hall is booked**

3<sup>rd</sup> March 2021

2<sup>nd</sup> June 2021

1<sup>st</sup> September 2021

1<sup>st</sup> December 2021

There being no further business the meeting closed at 1944 hours.