

# **Manston and Hammoon Parish Council**

**Minutes of the Parish Council Meeting  
Held on Wednesday 2<sup>nd</sup> June 2021 at 6.00pm in Manston Village Hall**

**Present:**

Councillors – N. Frampton, E. Clark, S. Vestbirk, C. Poe

**In attendance:**

J Ramsay (Parish Clerk)  
2 members of the public

## **The Annual Village Meeting**

### **21.01. Public Discussion Period**

Question was raised about the play area and whether it would be open again soon. Chairman stated that there are some issues with the play area and the play area equipment. The recent inspection rated these risks as low to medium. It was open for a time last year but was closed due to Covid-19. Clerk had been looking at getting quotes however site visits were needed and again, this was delayed by Covid-19. Clerk raised that as part of the CILCA training course she is required to produce a report for Councillors recommending options, getting quotes, etc and therefore would be happy to use the play equipment replacement/repair as a project for this report to take it forward.

### **21.02. To receive and accept apologies for absence**

Apologies were received from Cllr Jane Somper.

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

None were declared.

### **21.04. Chairman's Report**

Chairman thanked Councillors for their continued support over the past year, having held three out of the last four meetings on Zoom. It has been an unprecedented year and unfortunately three of our Councillors have stepped down as a result. Chairman would like to take this opportunity to thank Terry Morgan, Keith Murphy and Rachel Stone for their work over the past years.

#### **Action: Clerk to write to each Councillor**

Chairman stated that it has been a successful year for the parish, we have changed bank account so it is all internet based with the relevant safeguards in place, and this is working well. The fingerposts and roundels have been installed and repaired where needed so all four look really good and tie the villages together. A big thank you goes to Cllr Vestbirk in getting the insurance money back for the fingerpost damage. The flood gates have also been installed in Hammoon, one is red and one is silver, it is unknown why they are different colours.

Chairman also thanked the Clerk for her help and assistance over the last 12 months. The Clerk has undertaken training and taken on another Parish Council locally so is growing in experience and helping us to stay on track.

## **Annual General Meeting**

### **21.05. To appoint a Chairman**

Cllr Nick Frampton was nominated to be Chairman by Cllr Vestbirk, seconded by Cllr Poe. ALL IN FAVOUR.

### **21.06. To appoint a Vice Chairman**

Cllr Ewan Clark was nominated to be Vice Chairman by Cllr Frampton, seconded by Cllr Vestbirk. ALL IN FAVOUR.

### **21.07. To appoint a Responsible Finance Officer**

Mrs Joanna Ramsay was nominated to be Responsible Finance Officer by Cllr Frampton, seconded by Cllr Poe. ALL IN FAVOUR.

### **21.08. To appoint a DAPTC representative**

Cllr Nick Frampton was nominated to be DAPTC representative by Cllr Clark, seconded by Cllr Poe. ALL IN FAVOUR.

### **21.09. To appoint an internal auditor**

Ms Jane Stacey was appointed as internal auditor. Clerk explained her background and that she had already completed the internal audit in relation to the Annual Governance & Accountability Return (AGAR) for 2020/21.

### **21.10. To approve the Annual Governance & Accountability Return (AGAR) for 2020/21.**

The AGAR had been circulated prior to the meeting for review, it was unanimously approved.

### **21.11. To agree to self certify as an exempt council under the AGAR**

Clerk explained what this meant and as MHPC are under the £25,000 threshold, the Parish Council can self certify itself as exempt from external auditing, provided all documents are put onto the website for transparency. This was unanimously approved.

### **21.12. To approve Standing Orders, Financial Regulations and Risk Assessments (*circulated in advance*)**

Clerk advised that these documents have been reviewed and that they have essentially not changed since last year and they are based on standard NALC documents.

### **21.13. To confirm frequency of Full Council meetings**

It was agreed to hold four a year, quarterly. They are generally to be held on the first Wednesday of June, September, December and March. All starting at 1800 hours. The next meeting being the 8<sup>th</sup> September 2021.

## Full Council

### **21.14. To agree the minutes of previous meeting on 3<sup>rd</sup> March 2021 are a true and accurate record**

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

### **21.15. Issues arising from the last meeting – Clerk’s Report**

- The money has been received from the fingerpost insurance costs (£1,494.60) and the VAT return (£300.37).
- Hammoon Village sign has now been repaired and replaced after vehicle damage.
- Play Area equipment – At previous meetings it was agreed to investigate new/different types of play area equipment to replace the current equipment. Cllr Vestbirk suggested looking at re-purposed equipment as the play equipment is very expensive and our budget would probably not extend to that. As mentioned under 21.01, Clerk will write a report for the September meeting covering what options are available. Chairman raised that the grass needs cutting and the person who used to do it can no longer do so. We need to find a new contractor therefore to undertake this. **Action: Clerk to contact Jeff Ling, Chairman to contact Higher Horton Horticulture, a member of the public offered to contact the person who cuts the grass at Manston Churchyard.** The play area will need to remain shut in the meantime until it has been reviewed/fixed.
- Mirror Sign opposite the Village Hall – In relation to concerns raised by the Village Hall Committee it had been agreed to install a mirror sign opposite the entrance to help visibility when exiting the car park. Clerk stated that a pole has been identified now and quotes will be sought for a mirror sign. **Action: Clerk to take forward**
- Speeding – Some signs have been replaced recently since the Dorset Council visited the area to do the flood gates. Clerk enquired about painting the road red with 30 mph signs on the road and Dorset Council have said this is an unsustainable expense to keep it renewed. Dorset Council did agree however to review the SLOW markings and yellow bars to see if they need to be refreshed.

### **21.16. To co-opt potential new Councillors to the Parish Council**

Judith Hussey was nominated to by Cllr Frampton, seconded by Cllr Poe to be co-opted onto the Parish Council. ALL IN FAVOUR.

Leo Tandoh was nominated to by Cllr Vestbirk, seconded by Cllr Frampton to be co-opted onto the Parish Council. ALL IN FAVOUR.

Chairman stated that this leaves 1 vacancy on the Parish Council currently.

### **21.17. To agree the Code of Conduct of Councillors (*circulated in advance*)**

Councillors unanimously agreed the policy, being a standard NALC template.

**Action: Clerk to send new Councillors the Code of Conduct**

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

Chairman advised that Cllr Somper had circulated her report prior to the meeting and asked if anyone had anything to raise from the report, nothing was noted.

**Action: Clerk to send new Councillors the report**

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

Chairman:

Date:

Clerk stated that the finances for 20/21 (last financial year) showed an overspend on the year of approximately £775, this was mainly due to the increase in hours for the Clerk and associated salary costs, plus an increase in fees to be paid. So far this year, 21/22, £1,475 of the budget has been spent which is on track for this time of year, however due to the insurance and VAT costs being returned this has been negated so far.

Councillors noted the below payments made under delegated powers by either cheque or bank transfer out of Council:

#### 20/21 Financial Year

10/03/2021	D&S Air Ambulance	Grant for 2020	£200.00
12/03/2021	Terry Morgan	Grass Cutting 2020	£90.00
24/03/2021	Jeff Ling	Hire of Tractor Flail Hedgetrimmer	£54.00
26/03/2021	Normtec	Fingerpost Roundels	£560.00
26/03/2021	Dorset Council	Replaced Hammoon Village Sign	£717.95
26/03/2021	EHI Parish Council	Payment towards PO Box	£68.40
31/03/2021	Unity Trust Bank	Service Charge	£18.00
31/03/2021	Unity Trust Bank	Service Charge (reserve account)	£18.00

#### 21/22 Financial Year

01/04/2021	Clerk	Salary (Monthly)	£138.45
06/04/2021	Higher Houghton Horticulture	Churchyard Oak Posts	£290.00
30/04/2021	Jane Stacey	Internal Audit Fee	£78.00
01/05/2021	Clerk	Salary (Monthly)	£110.85
10/05/2021	EHIPC	CILCA Training Costs	£77.52
10/05/2021	EHIPC	CILCA Training Costs	£77.90
01/06/2021	Clerk	Salary (Monthly)	£110.85

#### Payments to be sanctioned:

02/06/2021	Came & Company	Insurance	£384.21
02/06/2021	DAPTC	Annual Subscription	£102.29
02/06/2021	RoSPA	Playground Annual Inspection	£82.20
02/06/2021	Clerk	Clerk Expenses	£21.75

Cllr Vestbirk queried the payment of the annual inspection of the playground as it is not open, Clerk stated that the playground gets inspected every year as a matter of course and is needed for the insurance. Clerk requested that the above payments as listed be sanctioned. ALL IN FAVOUR.

#### **21.20. To agree Grants Policy/Procedure (*circulated in advance*)**

Clerk explained the policy and that the procedure should be to consider grant requests at every December meeting and if we put in this process, and put it on the website, the public should get used to how it works. Cllr Vestbirk noted that new policy states grant requests should only be for direct benefit to the parish which is a key point. Councillors unanimously agreed the policy and application form.

#### **21.21. To consider Willdoes Youth Bus Project Grant Proposal (*email circulated prior to the meeting*)**

Having agreed the Grant Policy and Application Form under item 21.20, Councillors decided that this request was hard to justify at this time therefore a grant would be not be given. **Action: Clerk to inform WillDoes Youth Bus Project**

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

No new applications have been received since the last meeting. Chairman stated that Cllr Somper had contacted the Enforcement Team on our behalf with regard to East Farm and the use of a mobile home, an email to that effect has been sent to all Councillors.

#### **21.23. To receive an update on Hammoon Bridge & Flooding**

Chairman stated that the flood gates have been installed, however there needs to be a decision on whether key padlocks are suitable or should combination locks be used for opening/closing them. It was agreed to purchase combination locks for the gates, the combination can then be changed if it is found that too many people know the combination. **Councillors agreed spend for Chairman to buy combination locks – Chairman to action.**

Chairman explained that new signs had been put up to warn drivers and the new flip down grey signs have also been installed which also have combination locks on. Chairman has requested another 'road shut' sign on the corner by Hammoon Cross so that drivers see it earlier and we can avoid any recovery issues. Chairman explained the process for shutting and opening the flood gates, and how warnings will be received from the Environment Agency for when it is expected to flood. **Action: Chairman to write the procedure for locking/unlocking flood gates and circulate to all Councillors**

A brief discussion was had about the timings of locking/unlocking the gates and what happens when there might be surface water present and an alert has not been received. Local knowledge would become a key factor and it is hoped that this will help determine when to shut and not shut the gates. There will be an element of trial and error to start with admittedly, but the other public agencies such as the Fire Brigade are on board with the idea as it should reduce their need to come and pull cars out from the flooding.

#### **21.24. To report on highway issues in both villages (to include traffic and speeding)**

Chairman explained that as a Parish Council we are still trying to get the speed limit reduced to 30mph and extended in Manston to cover Ram's Hill and past the abattoir. Unfortunately the villages are small, with no school, no shops, and until there is a fatal incident we are struggling to persuade Dorset Council to take action. As mentioned under item 21.15, there is no support for the red floor markings to highlight that you are entering a village so an alternative could be deploying a SID (Speed Indicator Device) as this does make drivers think twice.

#### **21.25. To discuss SID deployment and use of Dorset Lengthsman (*email circulated prior to the meeting*)**

Speeding is a common issue in the parish due to there being routes through to Gillingham and Shaftesbury. Deploying a SID in the villages could help raise awareness of the speed limit. A SID reflects the speed you are doing, and flashes to advise you that. It is not intended to inform the driver they are over the limit. A brief discussion was had about where the SID could be placed, whether it could be moved around and what the cost would be. **Action: Clerk to contact the Dorset Lengthsman and get a quote for the next meeting.**

#### **21.26. Confidential Matters (public and press to leave the meeting)**

Nothing to raise.

**21.27. Items for the next meeting**

- Litter-picking/Fly-tipping
- Verge Cutting

**21.28. Date of next meeting(s)**

8th September 2021

1<sup>st</sup> December 2021

9<sup>th</sup> March 2022

1<sup>st</sup> June 2022

There being no further business the meeting closed at 19:54 hours.