

# Manston and Hammoon Parish Council

Minutes of the Parish Council Meeting  
Held on Wednesday 22<sup>nd</sup> September 2021 at 6.00pm in Manston Village Hall

## Present:

Councillors – N. Frampton, E. Clark, S. Vestbirk, C. Poe, L. Tandoh, J. Hussey

## In attendance:

J Ramsay (Parish Clerk)

Cllr Jane Somper, Dorset Council

## Chairman's Welcome

### 21.29. Public Discussion Period

No public present.

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

No apologies recorded. Cllr Poe had indicated that he would be late for the start of the meeting.

### 21.31. To agree the minutes of previous meeting on 2<sup>nd</sup> June 2021 are a true and accurate record

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

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

None were declared.

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

- Mirror Sign Update – Since meeting with the Highways Team at Dorset Council, it is apparent that permission will be required to put up a sign as it would be highways facing. Recommendation was given to wait until the SID survey data has been collated so we can use that as evidence to get the mirror sign (as it would be dangerous pulling out onto speeding traffic).
- Village Signs & Posts – pictures of the signs were sent to Dorset Council, however the signs were not deemed eligible for replacement or repair as they have not deteriorated enough. Cllrs agreed that the signs had got worse. **Action: Clerk to raise again with Dorset Council, Cllr Clark to photograph the relevant signs.** Suggestion was made to pay for the signs ourselves if Dorset Council will not replace them. The modern Hammoon post (by the fingerpost) has been requested to be removed, Chairman confirmed the sign had been removed but the post was still there. Chairman also noted that the old flood flashing sign posts still need to be removed, these belong to the Environment Agency.

*Cllr Poe arrived at this point in the meeting, 6.09pm*

Clerk advised that an invitation was sent to the Community Highways Officer to attend this meeting, but he was unavailable.

- Hillside parking issues – Clerk advised that Sovereign Housing have confirmed in writing that they own the three spaces outside the odd numbered houses on Hillside, Manston. Therefore any parking

Chairman:

Date:

1

issues should be raised with them. Letters have been sent to all the residents on that side of the road to inform them.

#### **21.34. Update from the Chairman**

Chairman advised that all items would be covered on the agenda and progress updated. Chairman also informed Councillors that the Clerk's appraisal had been done.

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

Chairman stated 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. Cllr Somper requested Councillors look at Dorset Council's rights of way plans, and stated that there will be a Festival of the Future event being held in the area on the 4<sup>th</sup> October for digital innovation.

#### **21.36. To determine a response to Dorset Council Community Governance Review (to be submitted by 28<sup>th</sup> October)**

Clerk explained what the review covered, and that we are in a consultation period, so if the Parish Council felt that it wanted to merge with another parish, or change its boundaries, for example, submissions need to be made before 28th October to Dorset Council. If the Parish Council is content with its current governance arrangements then no submission needs to be made. Councillors unanimously agreed to make no submission.

#### **21.36A Neighbourhood Plan Discussion**

Cllr Vestbirk explained that a neighbourhood plan mainly revolves around planning and thinks, that as a Parish Council, we should have a neighbourhood plan to provide a strategic view of what our parish should look like going forward. It would enable the Parish Council to respond to planning applications appropriately, and Dorset Council would have to follow the neighbourhood plan once it is in place. The Parish Council would therefore not be so reactive to planning applications and it would give the Parish Council more control of the look of the villages. It is not about preventing development, but more about the look and feel of the villages and environment. A Parish Plan did exist for the area in 2008. Cllr Somper advised that a referendum would be required to approve the neighbourhood plan, involving all residents in the parish. On discussion, Councillors unanimously agreed that it would be a good idea to look at creating a neighbourhood plan. It was also agreed a group would need to be set up to look into it further. Cllr Somper advised that contact should be made with the Planning Department to support the plan and that there are consultants available to help Parish Councils create the plan.

**Action: Cllr Vestbirk to lead on the plan and determine the process and timeline. Cllr Hussey to assist.**

**Action: Clerk to put on December agenda**

#### **21.37. To review Code of Conduct**

Clerk explained that the Parish Council has a Code of Conduct in place, which is a standard NALC document. Since agreeing this, Dorset Council and BCP Council have worked together and created a new Code of Conduct. DAPTC have recommended that we adopt the local Code of Conduct. Clerk proposed deferring this until December's meeting, which was agreed. Clerk stated that the reason for bringing this to the meeting is because it is linked to the Register of Interests forms that Councillors complete when they become a Councillor. As it stands Councillors complete the form and the Clerk sends it off to Dorset Council who put it on their website. Going forward, Councillors will need to register their interests online, and this must be done by 31<sup>st</sup> October 2021. It is a new online system and emails should be sent to all Councillors direct.

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

Clerk stated that the finances for 21/22 show that we have received £4,020 and spent £2,030. The Parish Council is therefore well under budget for the year and the second half of the precept is due to be received on 1<sup>st</sup> October.

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

03/06/2021	Higher Houghton Horticulture	3 x Grass Cuts Hammoon Churchyard	£105.00
30/06/2021	Unity Trust Bank	Fees (for reserve and current account)	£36.00
01/07/2021	Clerk	Salary (Monthly)	£110.65
12/07/2021	HMRC	PAYE for Quarter 1 (April to July)	£83.00
01/08/2021	Clerk	Salary (Monthly)	£110.85
01/09/2021	Clerk	Salary (Monthly)	£110.65

Payments to be sanctioned:

22/09/2021	Clerk	Expenses Claim	£95.02
22/09/2021	Manston Village Hall	Hire of Village Hall (at £8.00 p/hr) for year	£64.00
22/09/2021	Dorset Council	SID survey	£600.00
22/09/2021	Jeff Ling	Grass Cutting of Play Area (estimate)	£800.00

Clerk explained that the grass cutting cost is an estimate based on conversations with Jeff Ling, there have been at least two grass cuts, removal of the silage and the hedge has been trimmed both inside and outside. There should be no further need for a grass cut this season. Clerk requested that the above payments as listed be sanctioned. ALL IN FAVOUR.

**21.39. 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, usually £100.00 is given as a grant in addition to the yearly hire costs of £64.00 for four quarterly meetings. ALL IN FAVOUR.

**21.40. To discuss the Asset Register and determine items for replacement (*circulated prior to the meeting*)**

Clerk stated that feedback from the internal audit was that the Asset Register needed to be more in-depth and reflect costs more accurately. The Asset Register therefore has been updated, nearly everything needs replacing as many of the items have past their 10 year depreciation limit. Clerk also raised that the values on the insurance, AGAR and Asset Register currently do not match, to be resolved.

**21.41. To review the Play Area Report and decide on how to take forward (*report circulated prior to the meeting*)**

On reading the report, Cllr Vestbirk queried the use per person or the cost per person to run the play area. This is an unknown factor. Consideration needs to be given to spend per person in the parish and what would be a good use of parish funds.

**Chairman:**

**Date:**

**3**

*Cllr Somper left the meeting at this point, 7.12pm*

A discussion was had about using the land in another cheaper way, for example, buying two football goalposts, but it is still unknown whether it would be used or not. Different options were explored such as repairing the equipment, replacing the equipment, and consideration was given to whether having a playground attracts people to the area. Councillors considered the first quote given by the original installer of the equipment and it was deemed too expensive at £45,000 to replace the equipment. Clerk advised that a second quote is forthcoming for a wood nature trail type piece of play equipment for 3 to 7 year olds which uses the grass rather than matting.

**Action: Clerk to get a repair quote and Clerk to get another replacement quote, to be decided at the next meeting.**

Clerk suggested when writing the article for the Hill magazine after this meeting, a piece be added to ask if anyone has any opinions about the play area and its future. This was agreed.

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

- SID deployment – Clerk stated that the SID survey should be undertaken soon, Dorset Council quoted end of September/October. Once this survey is completed the Parish Council will need to determine if it wants to put in posts and SIDs, and then decide how the SIDs are managed.
- Verge Cutting – Cllr Hussey stated that there was nothing specific to consider, but suggestion was made to perhaps organize a litter pick in Spring before the verges start growing back.
- Litter picking and Fly-tipping – Cllr Poe raised that fly tipping was occurring around the Environment Agency monitoring station by the bridge, and could removal be arranged. Cllr Tandoh noted that there had been overnight campers in the layby the bridge and whether this was the cause of the rubbish. **Action: Clerk to inform the Environment Agency/Dorset Council.**

#### **21.43. To discuss East Farm Lane sign in Hammoon**

Cllrs Vestbirk and Poe raised that the new sign in Hammoon is out of keeping with the area, a lot of discussion was had previously by the Parish Council on getting the fingerposts right for the area and this new sign seems to detract away from that. Hence the Neighbourhood Plan discussion. Legally the sign is allowed to be there, procedure has been followed and the sign is not on Parish Council land. Cllr Vestbirk proposed that the sign be removed and a quote obtained to replace it.

*Cllr Hussey left the meeting at this point, 7.27pm*

Chairman stated that he had spoken to some residents and it had been raised that the sign was helpful to stop people getting lost and useful to delivery drivers. Residents do seem split however on liking/disliking the sign. Cllrs Vestbirk and Poe stated that it is more aesthetics, the look and feel of the village, and where the sign is opposite a historic church/monument. Could the finger post wording which points down East Farm Lane have that wording on instead?

**On discussion it was agreed that:**

1. **Clerk to clarify the legality of removing the sign – if the Parish Council are responsible for the sign now, can we remove it? And the Parish Council will pay for a fingerpost replacement sign.**
2. **Clerk to get a quote for replacing the fingerpost sign with new wording.**
3. **A further discussion to be had at the December meeting.**

**Chairman:**

**Date:**

**4**

**21.44. To agree the Data Protection Policy (*circulated prior to the meeting*)**

Councillors unanimously agreed the policy.

- Advice from DAPTC: Councillors should have dedicated email addresses  
Clerk informed Councillors that using personal email addresses for Council business means that their personal email is subject to Freedom of Information (FOI) requests. DAPTC have recommended that personal email addresses should not be used as it can be difficult to complete FOI requests, exposing the Parish Council and the individual to non-compliance with statutory duties. Chairman stated that a Chairman email would be useful for resilience and future proofing as well.

**Action: Clerk to ask current website provider if they can provide an email service**

**21.45. To comment on any planning applications**

No new applications have been received.

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

Chairman stated that prior to the meeting tonight the Clerk's appraisal was held and request has been made to up the Clerks salary to the next scale point. ALL IN FAVOUR.

**21.47. Items for the next meeting**

- Councillor vacancy in Manston – Chairman to invite interested party to the December meeting.

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

13th December 2021

14th March 2022

There being no further business the meeting closed at 19:48 hours.