

Manston and Hammoon Parish Council

Minutes of the Parish Council Meeting Held on Monday 16th May 2022 at 6.00pm in Manston Village Hall

Present:

Councillors – N. Frampton, E. Clark, L. Tandoh, J. Hussey, P. Easter

In attendance:

Cllr Jane Somper, Dorset Council

J Ramsay (Parish Clerk)

Two members of the public

Chairman's Welcome

Chairman welcomed all to the meeting.

The Annual Parish Meeting

22.01. Public Discussion Period

A member of the public thanked the Parish Council for planting the Oak tree in the Jubilee Garden and requested if a small plaque could be placed by the Oak tree to say "Tony's Oak". This was agreed.

Cllr Tandoh raised on behalf of the Village Hall Committee whether a stile or another form of access could be provided to the Village Hall through the field. This would create a safer route rather than walking round on the road. This would be a landowner/tenant discussion as there is no right of way present for the public to access, the Parish Council does not own this land. An alternative option would be to create a walkway on the road as other local villages have done – such as Fontmell Magna and Buckland Newton.

22.02. Chairman's Report

Chairman stated that it has still been a strange year, however it feels that things are getting back to normal. There have been some positives and successes over the year, such as getting the grant for new play equipment and creating a Jubilee Garden which should encourage the area to be used more. Also the new flood gates have been used in Hammoon successfully. Chairman thanked the Clerk for her work over the past year and stated that as Chairman, after 4 years, he would be stepping down. The Chairman would however remain as Vice Chair, if the Council is agreeable, to help provide support to the new Chair. The Chairman also stated that it was Cllr Clark's intention to step down as a Councillor, and from the role as Vice Chairman. Chairman thanked Cllr Clark for his support as Vice Chairman and for his years of service to the Parish Council.

The Annual Meeting

22.03. To appoint a Chair and Declaration of Acceptance of Office

Cllr Leo Tandoh was nominated to be Chair by Cllr Frampton, seconded by Cllr Clark. ALL IN FAVOUR.

Chairman:

Date:

22.04. To appoint a Vice Chair

Cllr Nick Frampton was nominated to be Vice Chair by Cllr Tandoh, seconded by Cllr Clark. ALL IN FAVOUR.

22.05. To receive and accept apologies for absence

Apologies were received and accepted from Cllrs Poe and Vestbirk.

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

None were declared.

22.07. To adopt the Standing Orders for the Council (*circulated in advance*)

Clerk advised changes have been made to this document to reflect Brexit, the use of pronouns (he/she/they) and the terms Chair/Vice Chair. AGREED – ALL IN FAVOUR

22.08. To confirm frequency of Full Council meetings and meeting dates

It was agreed to hold four a year, quarterly. They are generally to be held on the second working Monday of the month in May, August, November and February. All starting at 1800 hours. The next meeting being the 8th August 2022.

22.09. To agree the Code of Conduct for Councillors (annual) (*circulated in advance*)

Clerk advised that the Parish Council have already adopted the Dorset/BCP Council Code of Conduct in December 2021, and there are no changes. This agenda item is therefore purely to bring the agreement back into line with the schedule. AGREED – ALL IN FAVOUR

22.10. To appoint a DAPTC representative

Cllr Leo Tandoh, as Chair, was nominated to be DAPTC representative. ALL IN FAVOUR.

Financial Matters:

22.11. To appoint a Responsible Finance Officer

Mrs Joanna Ramsay was nominated to be Responsible Finance Officer by the Parish Council. ALL IN FAVOUR.

22.12. 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 2021/22.

22.13. To approve the Annual Governance & Accountability Return (AGAR) for 2021/22.

The AGAR had been circulated prior to the meeting for review, it was unanimously approved. Clerk highlighted the asset value figure as previous estimations were too low, and with the new flood gates, play equipment, fingerposts, etc it is felt the value is more realistic now.

22.14. 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.

22.15. To approve the Financial Regulations and Risk Assessment Review (circulated in advance)

Clerk advised that these documents have been reviewed and that they have essentially not changed since last year. They were unanimously approved.

Full Council

22.16. To agree the minutes of previous meeting on 14th March 2022 are a true and accurate record

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

22.17. To review Distribution of the Minutes

Clerk raised this item to discuss how best is it to circulate the minutes to try and reach as many people in the parish as possible. Agendas and Minutes are put on the website. It was agreed that Cllr Tandoh would put the agenda and minutes on Manston's noticeboard and Cllr Frampton would do the same in Hammoon. The Clerk will send a copy to the Village Hall Committee for the noticeboard. A synopsis will be put in the Hill magazine and the month before the meeting a reminder should be put in about the upcoming meeting.

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

- Paul Corbett has been working on the old play area equipment, he worked on it last week, to be finished this week, so all ready for the Jubilee weekend.
- Clerk has contacted Tony Burden at Dorset Council regarding the speeding issues and road safety. This will be discussed under item 22.30
- Clerk has paid for MHPC to join Dorset CPRE, awaiting a new membership pack. This also explains why the Clerk's expenses claim is higher than usual.
- Clerk has raised the issue of the debris by the weir with the Environment Agency several times but have heard nothing. It was agreed to approach Dorset Council for help to try and get the debris removed. **Action: Clerk to contact Dorset Council.**

22.19. To receive report from Dorset Council

Cllr Somper thanked the Clerk and the Councillors for the work that they do, having important roles in the parish area. Cllr Somper gave a brief resume of her report and stated that there would be a Tech Lounge at Shaftesbury Library on 7th June between 10.00am and 12 noon. It will be showcasing the gadgets and technology available to assist vulnerable adults to remain in their own home.

22.20. 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:

For Year 21/22:

24/03/2022	Playdale Playground	Play Area Equipment	£7,603.38
31/03/2022	Unity Trust Bank	Fees (for reserve and current account)	£36.00

For Year 22/23:

11/04/2022	Clerk	HMRC (Jan to March Qtr 4 payment)	£90.80
09/05/2022	Jane Stacey	Internal Auditor Fee	£176.25

Chairman:

Date:

Payments to be sanctioned:

16/05/2022 Clerk

Expenses

£82.22

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

Clerk raised that since issuing the agenda the insurance renewal quote has been received for the Parish Council, it has increased 27% on the previous year's quote and this does not include the new play area equipment. Clerk questioned the increase but was given an unacceptable reply, therefore asked another company for a quote, asking them to use the current asset register plus include the new play equipment. The quote received was for £617.74. Although more than the renewal quote, it was felt to be more accurate based on current values. Clerk has asked the current provider to re-quote but no reply as yet.

Cllr Tandoh asked if camping would be included under the insurance quote. A brief discussion was had about camping on the Parish Council field without permission and whose liability it would come under if an accident was to happen. If the Village Hall Committee are to offer out Parish Council land to be used then we need to be made aware of that. We need to improve our relationship with the Committee to ensure everyone is aware of the responsibilities.

22.21. To decide on quote for benches for Jubilee Garden

A discussion was had about the style of benches required for the area and what would be most in-keeping with the area. Also a sign is required so that the public know where the Garden is. Councillors thanked Cllr Tandoh for creating the Jubilee Garden and planting the trees/Oak tree.

Action: Clerk to find pictures of different bench styles and prices for the next meeting. On discussion it was also agreed that the Clerk should find pictures of different sign styles and prices for the next meeting.

22.22 To agree a quote for Manston Village Signs – Clean Up and Repair/Replace

Clerk raised that she has asked Dorset Council for a quote to clean and repair all the village signs, having sent photos and maps to the responsible team. The quote is still outstanding.

Action: Clerk to bring to the next meeting

22.23. To receive an update on the Noticeboards

Cllr Tandoh visited the Manston noticeboard and although it needs a new latch and a repaint it is in quite good condition for something of that age.

Action: Clerk to ask Keith Murphy if he would be willing to refresh the noticeboard

A discussion was also had about the state of the Hammoon noticeboard, and it was agreed that anything for the noticeboard should be moved into the telephone box next to it.

Clerk circulated the picture from the Village Hall Committee which showed the proposed new noticeboard and railings that are going to be put up. Clerk raised that an email had been received from the Committee and it was felt a contribution should be made to assist with the costs from the Parish Council. It was agreed unanimously that £200.00 be given as a grant.

Chairman:

Date:

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22.24. To receive an update on the new play area equipment

Clerk stated that the date for installation has been put back to 27th June and requested a Councillor be present as she would be on holiday. Cllrs Tandoh and Hussey agreed. Clerk also raised that the quote for the play area equipment included about £1,000 for sundries (skips, welfare facilities and storage unit). Clerk questioned whether the Parish Council should consider asking the Village Hall for use of it during this week. It was agreed to not interrupt the busy hall schedule.

Cllr Frampton raised that the schematic for the new equipment does raise one issue in relation to grass cutting, the bench will need to be placed elsewhere so a tractor can get down the side. Cllr Frampton stated that he had met with Drew Feltham to cut the grass on a regular basis going forward, it will be more expensive than the previous provider - this is due to rising diesel costs and the need to use a strimmer more especially around the new play area equipment. Councillors agreed the proposal.

Action: Cllr Frampton to contact Drew Feltham

22.25. To receive an update on SID Deployment

Clerk stated that there were two issues to raise. The first issue was that of the location of the proposed SID post on the abattoir road. Cllr Clark explained that ideally the sign should be placed nearer to the abattoir than Dorset Council have proposed, to try and reduce speed coming into the village. However it has been explained there are legal requirements to fulfil and no other site is acceptable except on the corner, in front of Broad Oak House. Cllr Clark is therefore happy with the position. The second issue is the price of the posts, originally it was thought they would be £150-200, however the quote is £737.00 plus VAT. Councillors discussed the quote and it was agreed. ALL IN FAVOUR.

Action: Clerk to inform the SIDs team at Dorset Council

Clerk also explained that Guy Gilding, who was the Dorset Lengthsman but no longer, has quoted for moving the signs on a monthly basis and 6 weekly basis. It was agreed that the Parish Council should try moving the SIDs around to start with, as it seems a simple process. If it cannot be achieved Guy Gilding will be contacted to do it a later date.

Action: Clerk to inform Guy Gilding

22.26. To decide on East Farm Lane sign action

Clerk circulated the quote and raised that permission to move it had to be given from the original purchaser of the sign. Chair proposed that this item be deferred to the next meeting as key Councillors with strong views were not present at this meeting.

Action: Clerk to ask the purchaser if they will give permission to move the sign.

Action: Clerk to contact Dorset Council and say a decision will be made in August

22.27. To receive an update on the Neighbourhood Plan (SV/LT)

Chair proposed that this item be deferred to the next meeting

22.28. To receive an update on Hammoon Bridge & Flooding

Cllr Frampton reported that the flood gates have only been used once since the last meeting.

22.29. To discuss the use of the field which lies between The Old Rectory and The Lodge

Chair stated that a few residents have commented on the additional buildings that keep appearing on the field, and the reason this is on the agenda is that the Clerk had also received direct correspondence about the issue. More items are being added to the field – containers, horse boxes, shelters, etc. It is a worry for residents and it does not appear that they are temporary structures, which could become incremental development. On discussion it was agreed this was a planning enforcement issue.

Action: Clerk to contact Dorset Council Enforcement Team

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

Clerk stated that she had emailed Tony Burden in relation to the issues with speeding and the dangerous corner at Ram's Hill. There was sympathy for the request to reduce speed limits but more evidence was required, especially since there had not been a fatality yet. Cllr Somper stated that the committee in relation to traffic/speeding issues met recently and there was a push from Councillors to change the Highways position from a default 'No' all the time in response to requests for lowering speed limits. It is difficult but it is hoped some change will occur eventually.

22.31. To comment on any planning applications

It was noted that a planning application was received late this afternoon. Planning Application P/FUL/2022/01420 has been received in relation to East Farm. The application is for the Continued use of land to site a mobile home for agricultural workers. It is thought this refers to the mobile home that is currently situated on the site. This originally was put in place to for the builders to use when working on the houses. This has been raised before as the houses were finished a few years ago and the mobile home should have been removed when the work was completed. It is also questionable whether the agricultural workers need to be on site for 24 hours a day. The Parish Council agreed to strongly object to the request.

Action: Clerk to draft a response for approval before replying to Dorset Council

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

Clerk advised that she had resigned from another Parish Council position and explained what impact that would have on MHPC.

22.33. Items for the next meeting

- Jubilee Garden quotes
- SID Update
- Play Area Equipment Update
- East Farm Lane Sign Update
- Neighbourhood Plan Update

22.34. Date of next meeting(s)

Thanks were extended to Cllr Frampton for being Chairman for the past 4 years and Cllr Clark for being Vice Chairman and his service to the Council, this being his last meeting.

Dates for the next meetings were agreed: 8th August 2022, 14th November and 13th February 2023.

There being no further business to be transacted the meeting closed at 20:01 hours.

Chairman:

Date: