

Manston and Hammoon Parish Council

Minutes of the Parish Council Meeting
Held on Monday 8th August 2022 at 6.00pm in Manston Village Hall

Present:

Councillors – L. Tandoh, N. Frampton, S. Vestbirk, J. Hussey, P. Easter, D. Honeybun

In attendance:

Cllr Jane Somper, Dorset Council

J Ramsay (Parish Clerk)

No members of the public

Chair's Welcome

Chair welcomed all to the meeting and advised that there would be some alterations to the agenda. The Chair requested that an additional item be added to the agenda, to co-opt a new Councillor for the vacancy in Manston. ALL IN FAVOUR.

22.35. To co-opt potential new Councillor to the Parish Council

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

22.36. Public Discussion Period

None present.

22.37. To receive and accept apologies for absence

Apologies were received and accepted from Cllr Poe.

Action: Clerk to remind Cllr Poe of the six month rule for attendance for Councillors

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

None were declared.

22.39. To agree the minutes of previous meeting on 16th May 2022 are a true and accurate record

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

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

- Clerk has contacted the Environment Agency about removing the debris under Hammoon bridge, and was finally given an answer that they would not be removing it due to Health & Safety reasons. Cllr Vestbirk explained that the broken willow tree under the bridge is possibly starting to root and this would be an ideal time to remove it as the water level is very low. Agreed this would be dealt with outside of the Parish Council.
- Regular grass cutting has resumed on the playing field now, however Clerk advised that an invoice had still not been received.

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- Dorset Council’s Planning Enforcement Team have been advised about the site between the Old Rectory and the Lodge in Manston. A reference number has been given and an Officer assigned, but there has been no further update as yet.

22.41. To receive report from Dorset Council

Cllr Somper gave a brief resume of her report and asked if anyone had any questions, a brief discussion was had about raising the awareness of what help there is available to residents with the increasing cost of living crisis.

Action: Clerk to circulate written report once received from Cllr Somper

The Chair decided to alter the agenda and asked that items 22.49 and 22.53 of the planned agenda be brought forward.

22.49. To receive an update on SID deployment

Clerk advised that the initial SID deployment was described to the Council as a three step process – undertake SID survey, implementation of posts and implementation of SID. Dorset Council have since informed the Clerk that the posts cannot be put up without the SID. However, on checking, it appears that the posts have been put up and it is expected an invoice for those will be received shortly (£757.00). Dorset Council are not approving our use of a second-hand SID, and are requesting that we purchase a SID through themselves as an approved supplier. Clerk advised that the cost for this is about £2,500 (on top of the posts cost) and that currently due to the funding of the play equipment the budget is already stretched. Clerk advised not making a decision on purchasing a new SID yet, as the second half of the precept is expected in September and the VAT has not yet been refunded by HMRC (although a claim was made in April).

Action: Clerk to chase up VAT payment with HMRC

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

Cllr Somper stated that a report had gone to the Overview and Scrutiny committee with regards to making changes to speed limits on roads in Dorset. The report was not approved by County Councillors - there is a very strong feeling among Councillors that some roads need to be 20mph especially where there are pinch points. There is a strong movement for lowering speed limits, if the roads meet the criteria, however ‘A’ roads can be trickier and are open to interpretation. Cllr Vestbirk highlighted that in Surrey, all non categorized roads are set at 20mph, maybe this is something Dorset Council should do.

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

As previously advised, Clerk stated that the budget is tight currently, especially if £2,500 is to be allocated to purchasing a SID. Grass cutting costs have increased significantly this year, and it maybe that more Precept is required to cover that. The picture will be clearer at the next meeting as the VAT should have been received as well as the second half of the current Precept. Chair questioned the costs of repairing the old play area equipment, Clerk explained that due to time pressures the contractor had to sub contract some hours out to finish in time for the Queen’s Jubilee.

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

19/05/2022	RoSPA	Playground Equipment Safety Check	£84.00
19/05/2022	DAPTC	Annual Subscription	£127.02
19/05/2022	Manston Village Hall	Grant	£200.00

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23/05/2022	Paul Corbett	Playground Equipment Repairs and Repaint	£470.00
23/05/2022	Roots Electrical Solutions Ltd	Playground Equipment Repairs and Repaint	£270.00
26/05/2022	Higher Houghton Horticulture	Churchyard Grass Cutting	£80.00
30/05/2022	Zurich Insurance	Council Annual Insurance Renewal	£590.08
30/06/2022	Unity Trust Bank	Bank Fees	£36.00
11/07/2022	Higher Houghton Horticulture	Churchyard Grass Cutting	£120.00
14/07/2022	HMRC	HMRC (April to June Qtr 1 payment)	£86.00
25/07/2022	Playdale Playground	Play Area Equipment	£7,603.39

Payments to be sanctioned:

08/08/2022	Clerk	Expenses	£49.20
08/08/2022	Vision ICT	Chair's email address provision for year	£21.60
08/08/2022	Andrew Feltham	Playing Field Grass Cutting	£252.00

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

22.43. To decide on quote for benches for the Jubilee Garden – See Appendix 1

Councillors agreed that Option 3, a round picnic style bench would be most appropriate in tanalised hardwood. Councillors agreed approximate spend £500-£600.

Action: Clerk to find options and present for a decision at the November meeting, to be ordered ready for next Spring.

22.44. To decide on quote for the signs for the Jubilee Garden – See Appendix 1

Councillors agreed Option 1 with a black metal post, dark mahogany/teak colour wood, Brass plaque with black writing, similar font to that already in place on signs in Village Hall. Wording: Platinum Jubilee Copse 2022.

Action: Clerk to find options and present for a decision at the November meeting

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

Clerk advised that despite chasing Dorset Council for a quote, this has not been forthcoming and Clerk will continue to chase.

22.46. To receive an update on the Noticeboards

Local resident, Keith Murphy, has agreed to renovate the Manston noticeboard and will provide costs once known for the materials required to do so.

Action: Clerk to email for an update

22.47. To receive an update on the new Play Area equipment

The new equipment looks good alongside the revamped old equipment, and it is being used more. The warranty documents suggest a monthly visual check of the new equipment should be undertaken. It was agreed all Councillors and the grass cutting contractor will informally monitor the site, with a formal inspection every time there is a Parish Council meeting. The Chair mentioned that there is a sign on the field which says to call the Clerk about any issues, but this is a very old contact number. Agreed another sign/disclaimer ought to be put up to replace it about using the equipment.

Action: Clerk to take forward

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22.48 To discuss the use of the Playing Field by the Village Hall (letter sent to Village Hall Committee) (circulated prior to the meeting)

Chair explained that the letter sent to the Village Hall Committee was to remind them that the Playing Field belongs to the Parish Council, and that if functions are held at the Village Hall and they want to use the Playing Field that the Parish Council should be informed. This is because the Parish Council would be liable should anything happen as per our insurance. Definitely no camping is allowed on the Playing Field and the Playing Field should only be used for that purpose, a Playing Field. Chair has spoken with the Chair of the Village Hall Committee and this message was understood and taken in the right way. Councillors noted that it is good that the Playing Field is being used, and for the future, if it could be rented out the money received could help pay for the maintenance of the site.

22.48A To review request for a mirror sign

Clerk informed Councillors that Dorset Council will not install mirror signs due to the cost and maintenance required. Mirrors are not allowed on highway land and are not allowed to be installed on any utility furniture. In both these cases, they will be removed. Mirror signs can be put up on private land provided they have landowner permission. A discussion was had about what constitutes highway land. It was agreed to ask the Village Hall Committee to approach the landowner opposite to the Village Hall if they would be agreeable to putting up a mirror sign.

22.50. To receive an update on East Farm Lane sign

Chair stated that this item was deferred from the last meeting due to the absence of two Councillors. The landowner has given permission for the sign to be moved 6 metres further down the road, so it can still be seen by road users but it is further away from the conservation area in the centre of Hammoon. The cost of moving the sign is £312.00. A vote was taken to move the sign - 3 IN FAVOUR, 3 AGAINST.

It was decided therefore to defer the decision until the next meeting when all Councillors are present to ensure a majority decision is made. This will show the Council to be following due process, and that the decision was made democratically, ensuring transparency for residents on how the Council is spending its budget.

Cllr Hussey raised that there is still a sign near the Old Rectory that reminds people about using their mobile phone while driving, on the Hammoon to Manston road. Cllr Hussey requested that this sign be removed.

Action: Clerk to take forward

22.51. To receive an update on the Neighbourhood Plan

Cllr Vestbirk stated that at present this is not a viable option for the Parish Council as Dorset Council is creating a new Local Plan. Any attempts to create a neighbourhood plan would be based on the old plan, it would be better to wait for the new version. In the meantime it would be better to look at protecting the area using conservation law and heritage sites.

22.52. To receive an update on Hammoon Bridge & Flooding

Nothing to report.

22.54. To comment on any planning applications

Councillors discussed application P/HOU/2022/01614 and it was agreed unanimously to return No Objections to the proposal.

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22.55. To review and adopt Complaints Procedure

Clerk advised that the procedure has not changed, on review, all the actions required still seemed reasonable and applicable. AGREED – ALL IN FAVOUR

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

Chair 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.

22.57. Items for the next meeting

- SID deployment
- East Farm Lane Sign Decision
- Jubilee Copse Bench and Sign Decisions

22.58. Date of next meeting(s)

Monday, 14th November 2022 at 6.00pm

There being no further business to be transacted the meeting closed at 19:45 hours.