

Manston and Hammoon Parish Council

Minutes of the Parish Council Meeting Held on Monday 15th May 2023 at 6.30pm in Manston Village Hall

Present:

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

In attendance:

Cllr Jane Somper, Dorset Council
J Ramsay (Parish Clerk)

Chair's Welcome

Chair welcomed all to the meeting.

The Annual Parish Meeting

23.01. Public Discussion Period (30 mins)

No members of the public were present

23.02. Chair's Report on the year

Chair read aloud his report on the year. **Action: Clerk to circulate a copy.**

The Annual Meeting

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

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

23.04. To appoint a Vice Chair

Cllr Charlie Poe was nominated to be Vice Chair by Cllr Frampton, seconded by Cllr Vestbirk. ALL IN FAVOUR.

23.05. To receive and accept apologies for absence

None received.

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

None were declared.

23.07. To adopt the Standing Orders for the Council (*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. AGREED – ALL IN FAVOUR

Chairman:

Date:

23.08. 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 7th August 2023.

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

Clerk advised that the document has been reviewed and that it has not changed since last year. AGREED – ALL IN FAVOUR

23.10. To appoint a DAPTC representative

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

Financial Matters:

23.11. To appoint a Responsible Finance Officer

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

23.12. 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 2022/23.

23.13. To approve the Annual Governance & Accountability Return (AGAR) for 2022/23.

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

23.14. 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 approved. ALL IN FAVOUR.

23.15. 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. AGREED – ALL IN FAVOUR.

Full Council

23.16. To agree the minutes of previous meeting on 13th February 2023 are a true and accurate record

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

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

- Clerk advised that the East Farm Lane sign has been moved and paid for.
- The slate sign for the copse area has been ordered but not collected yet.
- The old Clerk's laptop will be destroyed to ensure personal data is not compromised, it would cost more than its worth to fix it for further use.
- Clerk explained that she had checked the rules about Councillors making donations to the Parish Council for specific items, and this is ok provided the details are transparent. Clerk advised that she

had not contacted local companies about making donations yet as the spend needs to be agreed first.

- The picnic bench for the copse area has been ordered and delivered, currently with the Chair.
- Manston Noticeboard Repairs – Councillors advised that these have not been done yet. **Action: Clerk to chase contractor.**

Councillors asked if there had been any further update since the Planning Enforcement Team were contacted to investigate the land between the Old Rectory and the Lodge. Clerk advised that there had been no correspondence. Question was also raised about all the planning applications in relation to East Farm, as the Planning Officer seems to have been a long time in decision making. **Action: Clerk to follow up.**

23.18. To decide on location of picnic bench

Chair advised that he would try to put the table up and in place this weekend, if other Councillors would be available to help. Brackets will be set into the ground, but no specific place was identified, just near the trees.

23.19. To receive report from Dorset Council (*report circulated prior to the meeting*)

Cllr Somper asked if there were any questions in relation to the report, however advised that it was sent late today and she did not have all Councillors emails. **Action: Clerk to send Cllr Somper the missing email addresses.**

A brief discussion was had about speeding in the villages. Cllr Somper advised that Dorset Police are starting a new pilot initiative to assist areas where there is no community speedwatch. Dorset Police give the areas new tri-signs to put in place for free and then Dorset Police will measure the effectiveness of these signs, how is unknown. Having had a recent speed survey in Manston, we know this area qualifies for a SID but there is no recent data on Hammoon (which has a 60mph speed limit through the village). Could a sign be put by the Hammoon village sign as often cars start to slow down as the village goes on. A community speedwatch in Hammoon would be a way of achieving this, Cllr Vestbirk has all the kit and 6 months of data is required. The Police would need to visit to show where it is safe to stand and it would need to be done in groups of 3 people. Cllr Somper provided her support for the scheme. Agreed the Parish Council should be involved with the Dorset Police new pilot scheme and agreed the community speedwatch needs to be set up. **Action: Cllr Vestbirk to lead on setting up the Community Speedwatch.**

23.20. 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:

FROM 22/23 FINANCIAL YEAR:

23/02/2023	Dorset & Somerset Air Ambulance	Grant	£300.00
23/02/2023	Manston Village Hall	Hall Hire 22/23	£72.00
24/03/2023	Dorset Council	East Farm Lane sign move	£312.80
31/03/2023	Unity Trust Bank	Bank Fees	£18.00
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FROM 23/24 FINANCIAL YEAR:

04/04/2023	DAPTC	Annual Subscription 23/24	£137.24
12/04/2023	HMRC	PAYE (Jan to March 2023 Qtr 4 payment)	£95.80
24/04/2023	Dorset Council	Supply & Install SID posts	£884.40
24/04/2023	Mrs P D Blake	Slate Sign for Jubilee Copse	£65.00
24/04/2023	Commercial Picnic Benches	Picnic Bench for Jubilee Copse	£538.13
26/04/2023	Jane Stacey	Internal Auditor fee	£159.25

Payments to be sanctioned:

15/05/2023	Clerk	Clerks Expenses	£18.90
15/05/2023	Cllr Tandoh	Expenses for fittings for the picnic bench and a new padlock for the floodgates	£41.33

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

23.21. To discuss and agree insurance renewal quote - £639.62

Clerk requested that the Parish Council agree the insurance renewal quote, this was £590.08 last year. It is a good policy and covers everything the Council should have in place. ALL IN FAVOUR.

23.22. To discuss and agree defibrillator options

Clerk advised that quotes have been obtained, and Councillors agreed the costs are worth the outlay and they could be used for adults and children. Some training could be required on how to use it, but anyone who is first aid trained can use it. Clerk stated that the initial costs are high, but normally they last 5 years and ongoing costs are minimal, renting does not seem to be an option. Some grants are available. A brief discussion was had about the budget, especially as the Parish Council wants to put in a SID as well. It was agreed that because the Parish Council has invested in the SID preparation already (survey, posts, etc) we should purchase the SID before the defibrillators. It was proposed that the Clerk should write to local businesses to ask for donations to the SID, and that the defibrillators should be more community funded. Agreed decision to purchase defibrillators be delayed until more funds are available.

23.23. To receive an update on SID Deployment – discuss quotes

Clerk advised that the costs of a SID are £3,100 plus VAT and that the VAT could be claimed back earlier than the end of the financial year if funds were low. Councillors agreed the spend for the SID. Chair requested this be ordered by the end of June if possible. ALL IN FAVOUR.

Action: Clerk to write to local businesses to ask for donations of £500 towards the SID

23.24. To receive an update on Hammoon Bridge & Flooding

Cllr Frampton said that there had been one flood recently, and the gates were closed and the signs put up, however there was still a significant number of vehicles coming off the road and going past the signs. We really need to ensure the large yellow sign is put out in the middle of the road. It seems as if some people still do not understand that the signs are there for a reason and it is for serious flooding only. Chair noted that one of the padlocks had been broken off one of the gates, so he has purchased a new one to replace it. A brief discussion was had about putting up some signs to try and deter the public further e.g., no unauthorized use or CCTV is in place for example. Action: Cllr Frampton to get a sign quote. Cllr Frampton

requested that more Councillors take part in shutting and opening the floodgates, but the procedure must be followed and whoever closes the gate should make the relevant calls to the authorities.

Chair altered the agenda at this point in the meeting, changing the order:

23.27. To comment on any planning applications

None received as such for our parish area, however the Parish Council was advised of a large 52 house development proposal for a field off Manston Road in Sturminster Newtown. A brief discussion was had about the efficacy of the Parish Council putting in comments and Clerk advised that the Planning Officers do take on board Parish Council comments and will delay decision making if the Parish Council raises something that needs further investigation.

Cllr Poe raised that the waste management system around East Farm Lane appears to not be working, there is a significant amount of water running down the road where the outflow clears. **Action: Clerk to raise this with Planning and potentially Environmental Health.**

23.28. To review and adopt the Grants Policy for 2023/24

Clerk advised that there had been no significant changes to the policy, it has just been updated with the new figures for 23/24. ALL IN FAVOUR

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

Chair summarized that the Parish Council will take part in the Dorset Police pilot scheme and Cllr Vestbirk will take the lead on the Community Speedwatch. Cllr Somper offered to help and will assist with the criteria, as well as providing a contact from another Parish Council to assist with the set up of the Community Speedwatch.

23.26. Discussion on fly tipping and litter

Chair stated that in general Councillors are increasingly collecting up more and more fly tipping/litter in our parish area. It seems to be in the same places and it looks as if some of it could be commercial tipping. Maybe in these areas small signs could be put up to try and deter this behaviour.

Cllr Hussey stated that she wished to discuss river health, she is a River Warden with the Dorset Wildlife Trust and is concerned about the river system – how clean it is and how they need to be cleaned up. Could the Parish Council be more vocal on the subject? Cllr Honeybun stated that he is part of the Stour cluster, and farmers are taking part in river sampling up and down the Stour, although no feedback had been received yet from the results.

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

None noted.

23.30. Items for the next meeting

- SID progress
- Planning Updates

23.31. Date of next meeting(s)

Monday, 7th August 2023 at 6.00pm

There being no further business to be transacted the meeting closed at 20:15 hours.