

Manston and Hammoon Parish Council

Minutes of the Parish Council Meeting
Held on Monday 7th August 2023 at 6.00pm in Manston Village Hall

Present:

Councillors – L. Tandoh, C. Poe, S. Vestbirk, P. Easter, D. Honeybun

In attendance:

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

Chair's Welcome

Chair welcomed all to the meeting.

23.32. Public Discussion Period

None present.

23.33. To receive and accept apologies for absence

Apologies were received and accepted from Cllrs Frampton and Hussey.

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

None were declared.

23.35. To agree the minutes of previous meeting on 15th May 2023 are a true and accurate record

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

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

- Clerk advised that the Annual Governance Accountability Return (AGAR) has been sent to the external auditors and has been approved.
- Manston Noticeboard has been repaired and the invoice paid.
- The Annual Playground Inspection has been completed, there is nothing of concern in the report, in fact the majority of the risks are all low where as before there were some medium risks. The only thing raised was the length of the grass.
- The slate sign for the Jubilee Copse has arrived.
- The SID has been ordered and is expected to be delivered tomorrow. This item is on the agenda (23.39) for further discussion.

23.37. 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. Cllr Somper encouraged Councillors and the Parish Council to respond to the Housing Strategy Consultation that Dorset Council have circulated, especially now that Housing is part of her portfolio.

Chairman:

Date:

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Cllr Somper asked if there was any feedback in relation to her newsletter that was posted through letterboxes this week. The newsletter talks about roads, potholes and the 20mph speed limits. Cllr Somper noted that on walking around Hammoon on a Sunday morning whilst delivering the newsletter she saw how busy the road is and the speed of the traffic passing through. Cllr Somper also stated that it looks like the Dorset Police pilot scheme will be going ahead, and proposed that Hammoon is put forward to trial the speeding pilot, this was agreed. It cannot be in an area with Speedwatch so it should meet the criteria.

Action: Cllr Somper to pursue further.

Cllr Somper also raised that she saw the water leakages discussed at the last meeting on East Farm Lane. Cllr Poe reported that this is being dealt with, a new sewerage system is being put in.

Cllr Honeybun arrived at this point in the meeting, 6.10pm

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

Clerk stated that the budget has gone down significantly, although since the Finance Report was produced the cheque from ABP Abbatoir for the SID has been received so the balance is now £1,976.50. The second half of the precept is due next month, and there is a significant amount of VAT to be claimed back, however the budget is very tight at present.

Clerk raised that Councillors need to be mindful of the budget ready for the next meeting as we will need to discuss the precept request for 24/25. It also appears that our grass cutting costs have significantly increased over the years both in Hammoon and Manston, which is affecting the budget.

Clerk informed Councillors that the Parish Council now only has one bank account due to having spent all the Reserves, this will help to reduce our banking charges. Cllr Poe raised that he was not happy with the service the bank is providing and maybe we could look at alternatives longer term, this was agreed.

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

31/05/2023	RoSPA Play Safety	Annual Inspection Cost	£90.00
31/05/2023	Zurich Insurance	Insurance Renewal for 23-24	£639.62
12/06/2023	Paul Corbett	Refurbishment of Manston Noticeboard	£475.00
14/06/2023	Higher Houghton Horticulture	Grass cutting of Hammoon churchyard	£310.00
16/06/2023	Dilys Gartside	50 x 20mph is plenty stickers for residents	£50.00
21/06/2023	Unity Trust Internal Transfer	Unity Trust Internal Transfer	£350.00
23/06/2023	Morelock Signs Ltd	SID purchase	£3,180.00
30/06/2023	Unity Trust Bank	Service Charge	£36.00
19/07/2023	HMRC	PAYE (April to June 2023 payment)	£0.80

Payments to be sanctioned:

07/08/2023	Clerk	Clerk Expenses	£29.30
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Clerk requested that the above payments as listed be sanctioned. ALL IN FAVOUR.

23.39 To receive an update on SID deployment – Volunteers required

Chair informed Councillors that the SID is being delivered tomorrow, and volunteers are required to be trained to move the SID. It is a strict requirement that the SID is moved every 6 weeks and Dorset Council do check this happens. Cllrs Tandoh and Easter put their names forward as a starting point. Clerk stated that once the SID has arrived Dorset Council are informed and they come out to install it and train the volunteers to move the SID. The posts are already in place but we need to purchase the required solar panels still – this cost is £250.00, not paid yet.

23.40. To discuss Defibrillator Community Funding

Cllr Honeybun confirmed that he would be happy to contribute to a defibrillator in the village as would another local resident. It is thought therefore that other parishioners would also want to participate, hence the need for a community funding drive. The cost would be a maximum of £3,000 for two, there was a brief discussion if one defibrillator could cover both Manston and Hammoon but it is felt that they would be too far apart. The defibrillators need to be within a set range to work effectively. A resident has offered to knock on doors and ask for funding, as any donation is better than no donation. However, on discussion it was agreed that a poster/flyer needs to be created first for the noticeboards and a mention in the Hill magazine before door knocking starts. **Action: Clerk/Chair**

22.41. To discuss Recreational Area maintenance

Chair raised that there have been some issues with grass cutting and hedge trimming with the current contractors, although no parishioners have complained, it was raised in the inspection report. Chair stated he appreciates that the weather has been a factor and that the Clerk has already raised that the cost of grass cutting is a significant part of our budget. But we need a reliable contractor, currently as of today the grass needs cutting again, the hedge has not been cut and Chair has asked that the long grass at the bottom is cut and this has not been done. It needs to be cut more than it is being done, Chair stated that he wanted to contact another contractor to do the work who specifically works on play areas, Councillors agreed. **Action: Chair to follow up and Cllr Honeybun to ask local contractor, JS Rose, to do the hedge trimming**

23.42. To decide on what action to take to repair the fingerpost

Clerk explained that this had become overly complicated as the company who provides the bracket are in Tolpuddle and getting the required piece to us is proving difficult. It was agreed that Cllr Hussey, who is currently in possession of the broken fingerpost should liaise direct with the company and the Clerk will pay the invoice. **Action: Clerk/Cllr Hussey**

23.43. To receive an update on Hammoon Bridge & Flooding

Chair noted that the river does seem very high for this time of year but there is nothing further to report.

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

- Speedwatch Update – a brief discussion was had about doing a Speedwatch in Hammoon but it was felt that because Cllr Somper is going to put forward Hammoon for the Dorset Police pilot this is no longer necessary, however it should be done in Manston. Cllr Vestbirk stated that he had the hi vis jackets and speed guns. Chair stated that there needs to be a team of about 6 people to run it. Cllr Somper stated that there are procedures to follow when setting up a speedgun watch and that she would send across Jill Samways details who has done this locally to Cllr Vestbirk to follow up. **Action: Cllr Somper/Cllr Vestbirk.**

23.45. To decide on whether to renew with Dorset CPRE

Clerk raised that she had been under the impression the £36.00 paid for membership last year was a total figure, however this membership fee needs to be paid every year, which was an oversight. Clerk requested Councillors consider the request to remain a member and pay £36.00 each year. This was agreed. ALL IN FAVOUR.

23.46. To comment on any planning applications

None received.

23.47. To review and adopt the following policies

- Sickness Absence Policy
- Equal Opportunities Policy
- Grievance Policy
- Disciplinary Policy

Clerk advised that there had been no significant changes to the policies since they were last reviewed, they are quite in depth but the basics are within them to be used if needed. The policies were agreed. ALL IN FAVOUR

23.48. 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.

23.49. Items for the next meeting

- Defibrillator Community Funding
- Budget/Precept for 2024/25
- Grass Cutting Analysis (5 years) of how much spent in both Hammoon and Manston
- Village Hall

23.50 Date of next meeting(s)

Monday, 13th November 2023 at 6.00pm

There being no further business to be transacted the meeting closed at 18:53 hours.