

# **Manston and Hammoon Parish Council**

## **Minutes of the Parish Council Meeting Held on Wednesday 4<sup>th</sup> December 2019 at 6.00pm in Manston Village Hall**

### **Present:**

Councillors – N. Frampton, K. Murphy, E. Clark, T. Morgan, R. Stone, C. Poe, S. Vestbirk

### **In attendance:**

J Ramsay (Parish Clerk)

Cllr Jane Somper (Dorset Council)

Stuart Frear (Fire Service)

### **Public Discussion Period**

Stuart Frear from the Fire Service attended the meeting to receive and answer questions from the Parish Council.

#### **1. Apologies for absence**

None received.

#### **2. Declarations of pecuniary and other interests**

Cllr Charlie Poe and Cllr Steven Vestbirk registered a declaration of interest in item 13, being that they are Church Wardens.

#### **3. Minutes of previous meeting 3<sup>rd</sup> September 2019**

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

#### **4. Issues arising from the last meeting**

These were all on the agenda.

#### **5. Update from the Chairman**

The Chairman took this opportunity to update Councillors on the current status of the Parish Council bank accounts. Signatories were confirmed and the Chairman proposed that the bank account should be switched to internet banking rather than cheques. It was noted that this would mean the Parish Clerk would have sole accountability for the bank account, but it would allow for easier monitoring of the bank statements. The Chairman also proposed that standard regular payments should be paid without delay as long as it is reported to the next meeting, for example to the Information Commissioner, Dorset Council. One off payments will require Councillors approval either by email or at the next meeting. Cllr Clark asked whether the two accounts will still be merged as discussed previously. Cllr Stone recommended that the accounts remain separate to safeguard the money, and that the online banking would make it easier to move the money between accounts. This could be reviewed after the online banking has been set up. Both proposals were agreed. The Chairman thanked the Parish Clerk for the extra work put in already to get set up in the role. There were no other matters from the Chairman.

**Chairman:**

**Date:**

## 6. Public Discussion Period

This was covered prior to starting the meeting, and followed up under item 15.

## 7. To receive report from Dorset Council

Cllr Jane Somper attended the meeting, providing an update from Dorset Council.

## 8. To receive a finance report and to agree action in response to proposals and payment approvals

The following payments were authorised for payment:

04/12/2019	Joanna Ramsay	370	165.39
04/12/2019	Dorset Council	371	298.14
04/12/2019	Joanna Ramsay	372	250.00
04/12/2019	ICO	373	40.00
04/12/2019	Normtec (RDB)	374	494.60
04/12/2019	Keith Murphy	375	142.41
04/12/2019	Okeford Tree Care	376	300.00
04/12/2019	Terry Morgan	377	100.00

No payments have been made out of council.

It was agreed to pay Mrs Ramsay £165.39 to be costed against expenses and stationery, this is higher than usual due to costs incurred fixing the PC and buying the necessary IT equipment.

It was agreed to pay Dorset Council £298.14 for election expenses.

It was agreed to pay Mrs Ramsay £250.00 to be costed against salary.

It was agreed to pay the Information Commissioner (ICO) £40.00, this is an outstanding payment from March 2019 that was never paid.

It was agreed to pay Normtec £494.60 from the Highways Reserve, this is £94.60 above the original quote.

It was agreed to pay Cllr Murphy £142.41 for expenses occurred against the repair and upkeep of the Manston telephone box.

It was agreed to pay Okeford Tree Care £300.00 for the tree cutting in the burial ground from the burial ground reserve, as there is no budget for this currently in the precept.

It was agreed to pay Cllr Morgan £100.00 for grass cutting costed against playground maintenance.

The cheque for BT for £1.00 for the Hammoon phone box has now been cashed.

## 9. Review planning decisions

Nothing new to note.

## 10. To receive an update on telephone boxes

Cllr Murphy confirmed that the Manston telephone box has been completed, there are spare parts and paint available to update the Hammoon telephone box. The costs of which totals £142.41, an additional donation was also made by Paul Gill of £75.00. The box is being used for books and Cllr Murphy requested an opening ceremony should be held once the Hammoon telephone box had been restored as well. The Chairman thanked Cllrs Murphy and Morgan for their efforts. Cllr Stone asked whether the telephone box would be covered under the public liability insurance, as the playground is covered it is expected it would be. **Clerk to check the public liability insurance.**

#### **11. To receive an update on the bus shelter**

Cllr Murphy stated that he has found another contractor to undertake the work, the quote including the seat will be about £700.00. Councillors gave approval for the work to be done and agreed the budget. **Cllr Murphy to contact the contractor, hopefully to start January.**

#### **12. To receive an update on finger posts**

Cllr Frampton raised whether the finger posts should have the round tops added to them, like the Manston one, this could make the village look nicer and if all the posts were updated they would all be consistent and look the same. A discussion was had about the cost, style of round top and usefulness of the O/S reference. There are 3 posts without round tops. **Cllr Poe to get a quote for the round tops for all of the finger posts, to be discussed at the next meeting.**

#### **13. Discussion on Hammoon Churchyard**

Cllr Vestbirk confirmed that once the churchyard is closed the Parish Council is responsible for the upkeep of it, this includes all the churchyard features except the gravestones. So it would cover the walls, trees, gates, grass and so on. When it was passed over to the Parish Council it should have been passed over in a good condition, however this happened in 2008, so there is no follow up. The grass cutting has been done through donations in the past, whether the Parish Council formally took on the responsibility is doubtful. The Parish Clerk stated that she had found some evidence in a set of minutes (14/05/2008) where it was agreed the Parish Clerk at the time should contact the PCC and confirm future maintenance of the land. Should the Parish Council not have wanted to do this, responsibility should have been passed to North Dorset District Council within 3 months of the closure back in 2008. It was agreed therefore that the Parish Council would take on the responsibility for the churchyard.

Cllr Stone queried who would be responsible if someone fell up the stairs going to the church as the church is still being used. Cllr Vestbirk stated that this would be covered under the church insurance, but public liability insurance should cover it as well.

It was agreed to pay an invoice for tree cutting in the churchyard to Okeford Tree Care at £300.00.

Councillors decided that quotes should be sought for the wall and the posts around the monument to try and prevent any damage from getting any worse. **Cllrs Poe/Vestbirk to get three quotes depending on the value of the repairs (if over £300).**

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

1. 1131763 Repairs required to Manston Bridge and fencing on bend near the Church entrance – this is being worked on today.

2. 1134090 Verge damage by HGVs on the B3091 junction with the Child Okeford road at the bottom of the hill – Cllr Murphy reported that the work undertaken has not been done very well and it seems like the same problem has already re-occurred. Cllr Murphy has raised this with Dorset Council and is awaiting a reply. The corner is too sharp for articulated lorries. **Clerk to follow up in January with a formal letter from the Parish Council should the situation not be rectified.**

3. 1134835 Blocked gullies and drains in Manston, various places – the gullies are emptied however the pipes are not emptied, water is still running down roads as the gullies are blocked. The gullies being full will be particularly relevant if there is flooding. This needs to be reported regularly.

Cllr Frampton raised that there are a number of road signs in both villages that are in a poor and dirty condition, maybe we should fund someone to clean up the signs. Cllr Murphy offered to go round and clean the signs, although if the problem persists in the New Year maybe the Parish Council can find a company who would clean the signs on a regular basis to try and reduce speeding in the villages.

**15. Hammoon Bridge & Flooding**

**Cllr Frampton to write to the Highways Department to try and get the three flashing flood signs repositioned as they are in the wrong place and, to ask for extra signage to up the awareness of the flooding potential.**

**16. Salt/Grin Bin for the villages**

On discussion, Councillors agreed that salt/grit bins for the villages were not needed it is more important that the roads are gritted. Cllr Murphy questioned who would be responsible for emptying the refuse bin by the bus shelter as it is full. The Parish Clerk suggested contacting Dorset Waste Partnership (DWP).

**17. Precept for 2020/21**

The precept proposal for 2020/21 was agreed.

**18. MHPC website**

The Parish Clerk raised that there is a statutory requirement that the MHPC website is accessible to all, this means it needs to be easy to use, large print, graphics, etc. It needs an independent audit to ensure compliance. The MHPC website is very bare and stripped down currently, advice will be sought and other websites reviewed to see what looks good. Councillors agreed extra hours for the Parish Clerk to undertake this piece of work, to be done by September 2020.

**19. Items for the next meeting**

Review planning decisions  
Hammoon telephone box update  
Bus shelter update  
Finger Posts Round Tops  
Traffic & Speeding updates  
Speeding signpost cleaning  
MHPC website update

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

These were confirmed as:

4th March 2020  
3<sup>rd</sup> June 2020  
2<sup>nd</sup> Sept 2020  
2<sup>nd</sup> December 2020

There being no further business the meeting closed at 1945 hours.