

# **Manston and Hammoon Parish Council**

## **Minutes of the Parish Council Meeting Held on Wednesday 4<sup>th</sup> March 2020 at 6.00pm in Manston Village Hall**

### **Present:**

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

### **In attendance:**

J Ramsay (Parish Clerk)

Cllr Jane Somper (Dorset Council)

Brian Richards – Flood Risk Manager (Dorset Council)

Lloyd Squibb - ITS Maintenance Team Manager, Highways (Dorset Council)

Guy Parker – Flood Resilience Advisor (Environment Agency)

Matt Akers – Team Leader, Flood Risks (Environment Agency)

Roger Bell – Community Highways Officer (Dorset Council)

4 members of the public

### **Public Discussion Period**

Brian Richards, Lloyd Squibb, Guy Parker and Matt Akers attended the meeting to receive and answer questions from the Parish Council in relation to the flood signage and flooding issues at Hammoon. Roger Bell attended the meeting to receive and answer questions in relation to the speeding issues and verges.

### **Actions resulting from that discussion:**

- Consideration of having a Flood Warden in the village
- Environment Agency to remove the current interactive signs
- Dorset Council to replace signs with an alternative, perhaps flip down signage (to include a statement about the Fire Service charging when cars are stuck)
- Dorset Council to provide temporary red/white barriers for implementation when flooding occurs
- Long term, consideration to be given to putting gates in place
- Environment Agency/Dorset Council to work together to provide permanent barriers
- Clerk to write to ABP Abbatoir, HMP Guys Marsh and Stalbridge Linen regarding speeding
- Clerk to write to Roger Bell requesting speed limit extension
- Clerk to invite Police to an extraordinary Parish Council meeting end of April
- Roger Bell to review/consult with an engineer and feed back to Cllr Frampton on improving the kerb verge
- Cllr Murphy to write to Sovereign regarding the parking bays, Clerk to post
- Roger Bell/Cllrs Vestbirk and Frampton to visit on site with the contractors when clearing the gullies

### **7. To receive report from Dorset Council (item taken out of order)**

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

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

Apologies were received from Cllr Charlie Poe.

**Chairman:**

**Date:**

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

None were declared.

**3. Minutes of previous meeting 4<sup>th</sup> December 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**

Chairman had nothing to report that was not already covered on the agenda.

**6. Public Discussion Period**

This item was moved to the start of the meeting by full council agreement.

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

The following payments were authorised for payment:

30/12/2019	Paul Corbett	Bus Shelter Refurbishment	700.00
17/01/2020	ICO	GDPR payment 2020	40.00
08/01/2020	Joanna Ramsay	Expenses Claim	73.43
01/02/2020	Vision ICT	Website Hosting & Support April 2020/March 2021	150.00
12/02/2020	DAPTC	Finance Training for Clerk	70.00
18/02/2020	Vision ICT	Accessibility Statement	54.00
25/02/2020	Jeff Ling	Hire of Tractor Flail Hedgetrimmer	50.40
04/03/2020	Joanna Ramsay	Salary	250.00
04/03/2020	Keith Murphy	Refurb of Fingerpost	206.84

It was agreed to pay Paul Corbett £700.00 to progress the bus shelter refurbishment out of council and to pay the Information Commissioner's Office annual fee to ensure it is not late.

It was agreed to pay Mrs Ramsay £73.43 to be costed against expenses and stationery.

It was agreed to pay Vision ICT £150.00 for website hosting and support.

It was agreed to pay DAPTC £70.00 for the Clerk to attend finance training.

It was agreed to pay Vision ICT £54.00 for writing the accessibility statement for the website.

It was agreed to pay Jeff Ling £50.40 for hire of the hedgetrimmer.

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

It was agreed to pay Cllr Murphy £206.84 for expenses occurred against the refurbishment of one of the fingerposts.

With regards to salary payments, Clerk requested that the Council agree to payments being made monthly rather than quarterly. This will make it easier to track payments and log accordingly with the HMRC each month. To begin in the new financial year. This was approved.

**Chairman:**

**Date:**

## **9. Review Financial Regulations & Standing Orders documents**

In the absence of any previous versions of these documents, the Clerk has reviewed and revised the model documents to be apparent to the Parish Council. The documents were circulated to all Councillors for review prior to the meeting. Both documents were agreed, these will be updated and uploaded to the website. They will be required to be adopted again at June's meeting to keep the annual cycle.

## **10. Change of Bank Account**

Chairman stated that having raised a complaint with Natwest Bank they have responded, however they have not really apologized for their errors. The online banking has been set up however they have refused to give the Clerk access. On the basis, the Chairman recommended changing bank accounts. It was agreed to keep the signatories the same if possible. On discussion it was agreed to change to Lloyds Bank. **Clerk to start the process of changing bank accounts.**

## **11. Review planning decisions**

Nothing new to note.

## **12. To receive an update on Hammoon telephone box**

Chairman stated that the work is to begin soon and will replicate that of the Manston telephone box. Cllr Murphy confirmed that there are spare parts and paint available to use. Cost expected to be about £100.00.

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

Cllr Murphy stated that the work has been completed, and a good job has been done. Chairman thanked Cllr Murphy for organizing the work on behalf of the Council.

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

Cllr Murphy raised concern that the new finger post installed is no longer secure, it spins round as it has been put in place alongside the old one. **Clerk to contact the company who installed the fingerpost to visit/review the situation.**

Cllr Murphy stated that he has refurbished one of the other fingerposts, it has been re-painted and new letters for the signs are arriving shortly. The total cost was £206.84. Chairman thanked Cllr Murphy again for undertaking the refurbishment.

A discussion was had about the tops of the fingerposts and as there are 4 fingerposts in all in both villages, it was agreed 3 new tops would be required to match the existing one. **Cllr Poe to provide costs at the next meeting.**

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

This item was covered in the public discussion period.

## **16. Hammoon Bridge & Flooding**

This item was covered in the public discussion period.

## **17. MHPC website**

The Clerk stated that the website has been updated but it is a work in progress. An accessibility statement has been written by the hosting company which covers all previous work on the website. All documents from September 2020 need to be in a certain format, which Word can do.

On that subject, Clerk raised that several documents/policies that should be in place for the Council are not. The Clerk is working to rectify that situation and proposed that at each meeting from now on, one or two policies will be brought forward for adoption (rather than all at one meeting).

**18. VE Commemorations – 8<sup>th</sup> May 2020**

Councillors agreed that since no one had approached the Council about an event, nothing specific would be organized.

**19. Items for the next meeting**

Hammoon telephone box update  
Finger Posts Round Tops  
Hedge/Wall Update (Sovereign)  
Hammoon Churchyard – Oak Posts around the monument  
Cleaning Village Signs  
Traffic & Speeding updates

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

These were confirmed as:

April - TBC

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 2010 hours.