

Manston and Hammoon Parish Council

Minutes of the Parish Council Virtual Online Meeting Held on Wednesday 10th June 2020 at 6.00pm via Zoom

Present:

Councillors – N. Frampton, E. Clark, S. Vestbirk, C. Poe

In attendance:

J Ramsay (Parish Clerk)

Cllr Jane Somper (Dorset Council)

The Annual Village Meeting

20.01. Public Discussion Period

There were no comments from the public.

20.02. Apologies for absence

Apologies were received from Cllrs Rachel Stone, Keith Murphy and Terry Morgan.

20.03. Declarations of pecuniary and other interests

None were declared.

20.04. Minutes of previous meeting 4th March 2020

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

20.05. Issues arising from the last meeting

These were all on the agenda.

20.06. Update from the Chairman

Chairman thanked the Clerk for the work completed over the last 12 months. Chairman stated that he felt that the past year had been a successful one, working on the fingerposts and having held meetings with regard to our local issues of flooding and speeding. And we are continuing to work hard to resolve the speeding issues, especially in the Ram's Hill area.

Annual General Meeting

20.07. To appoint a Chairman

Cllr Nick Frampton was unanimously elected as Chairman.

20.08. To appoint a Vice Chairman

Cllr Ewan Clark was unanimously elected as Vice Chairman.

Chairman:

Date:

20.9. To appoint a Responsible Finance Officer

Mrs Joanna Ramsay was appointed Responsible Finance Officer.

20.10. To appoint a DAPTC representative

Cllr Nick Frampton was appointed DAPTC representative.

20.11. To appoint an internal auditor

Ms Jane Stacey was appointed as internal auditor. Clerk explained her background and that she had been recommended by another Parish Council. The internal audit has already been completed in relation to the Annual Governance & Accountability Return (AGAR).

20.12. To approve the Annual Governance & Accountability Return (AGAR) for 2019/20.

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

20.13. To approve Standing Orders, Financial Regulations and Risk Assessments

Clerk advised that these documents have not changed since they were reviewed at the March meeting, this is just to put them in the correct place in the policy review cycle.

20.14. To confirm frequency of Full Council meetings

It was agreed to hold four a year, quarterly. They are to be held on the first Wednesday of June, September, December and March. All starting at 1800 hours. The next meeting being the 2nd September, however this may be subject to change nearer the time.

Full Council

20.15. To receive report from Dorset Council

Cllr Somper had circulated her report prior to the meeting and asked if there were any questions. Cllr Somper advised that she had spoken to Michael Potter at Dorset Council regarding a speed survey at Ram's Hill. No fixed time has been set for this survey, but it is high on the agenda. Once the data has been collected and reviewed, advice can be given on what can be done, and it may be that this can be extended to look at general speeding in the village. Cllr Vestbirk queried what the situation was with the flood gates and flooding issues, has there been any further feedback? Cllr Somper said her focus had been on the speeding issues, therefore had no further feedback. The Chairman had followed this up immediately after the last meeting with all the professionals who attended the March meeting, but has not heard anything further. Working patterns have changed over the last months due to the current situation, so it may be this work is now behind schedule. **Clerk to chase up and confirm what action is being taken with regards to the flooding signs/work.**

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

The following payments were authorised for payment:

12/05/2020	SLCC	Clerk Membership	£70.00
27/05/2020	Jane Stacey	Internal Auditor	£78.00
27/05/2020	Mr I Salisbury	Seasons Grass Cutting - Churchyard	£120.00
10/06/2020	Joanna Ramsay	Salary	£250.00
10/06/2020	Came and Company	Insurance	£374.48
10/06/2020	Joanna Ramsay	Expenses Claim	£10.90

It was agreed to pay SLCC (Society of Local Council Clerks) £70.00 for the Clerk to join and access the information, use their training materials, etc out of council.

It was agreed to pay Ms Jane Stacey £78.00 out of council as the appointed internal auditor and for her work on the AGAR.

It was agreed to pay Mr Ian Salisbury £120.00 out of council for the season's grass cutting of the churchyard.

It was agreed to pay Mrs Ramsay £10.90 to be costed against expenses.

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

It was agreed to pay Came & Company £374.48 for the Parish Council insurance renewal.

With regards to salary payments, Clerk advised the Parish Council that extra hours had been worked to achieve all that needed to be done this year. Therefore an extra salary payment will be asked for at the next meeting to cover the additional hours undertaken up to the 31st August as the Clerk started the role September 1st 2019. This was agreed.

Chairman advised that online banking was now up and running and a few payments have been made this way, with paper copies being printed of payments to ensure that there is an audit trail. Clerk advised that having progressed the change of bank account to Lloyds Bank, since the lockdown restrictions Lloyds Bank have not been progressing new applications, so this is being monitored. Chairman requested this decision be re-assessed at the next meeting as operationally everything is working at present.

20.17. Review planning decisions

Nothing new to note, however query was raised as to why the Parish Council was being sent applications to consider for the East Orchard area. Cllr Somper stated that it maybe the Parish Council are a statutory consultee. **Clerk to ask the planning team the question and what area is covered by this Parish Council.**

20.18. To receive an update on Hammoon telephone box

Both Chairman and Cllr Poe have spoken to the volunteers who are doing the work and they are still keen and willing to undertake the work, and they have all the relevant equipment. It is hoped the work will be done over the summer.

20.19. To receive an update on the bus shelter

The work has been completed, remove from the agenda going forward.

20.20 To receive an update on finger post round tops

Since the last meeting, Clerk advised that the Manston fingerpost that had been reported by Cllr Murphy as being faulty and spinning in the wind has been fixed. The company, Normtec, have visited the site and fixed it free of charge. On discussion it was agreed that a quote is needed for the finger post round tops, three are needed to match the Manston one so all are the same. **Cllr Poe to get a quote and bring to the next meeting.**

20.21. To receive an update on Hammoon Churchyard

Clerk stated that this item refers to the oak posts around the monument. It was thought that they were broken. Cllr Vestbirk stated that the posts seem to be fixed now, they are back in the ground as normal. **Cllr Vestbirk to check the posts and determine whether any work is required. Clerk to obtain quotes as necessary.**

Cllr Poe advised that a bricklayer has undertaken some of the brickwork repairs and needs to return to do some more. The quote for brickwork repairs is about £200.00, the invoice will be sent in when all the work has been completed. Chairman advised that in future we need to be more transparent with quotes for work, the internal audit stated that we need to try and get three quotes where necessary.

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

Chairman raised that one resident is very concerned about the speeding around Ram's Hill and is now in direct contact with Dorset Council as they think there will be a fatal collision one day. Chairman stated that as a Parish Council we need to support this resident and help keep the pressure on to try and find a resolution. Cllr Somper confirmed this is definitely being looked at and we are working to assert the need for action. The hedges have been cut around Ram's Hill which has helped but it is appreciated that this is not enough. Clerk advised that the Police were invited to attend a Parish Council meeting with regards to speeding, but due to other priorities in lockdown this has not happened. **Clerk to invite to a future meeting, maybe in October.**

20.23. Hammoon Bridge & Flooding Signs update

This item was covered partially under item 15. Clerk raised that this item also covers the work being done in relation to the gullies/drainage. Chairman confirmed that the job to do this work has been cancelled. Dorset Council took a decision to cancel all the smaller jobs to concentrate on larger jobs whilst the roads have been clearer due to the lockdown. Chairman advised therefore that we need to re-apply for the jobs to be done. **Chairman requested all Councillors log the job as this will help push it further up the list – please log through the Dorsetforyou website.**

20.24. Agree Code of Conduct & Complaints Procedure for the Parish Council

Clerk explained that there are several policies missing from the Parish Council that should be in place, so these are the first two to be agreed, there will be further policies at the next meeting. Chairman thanked the Clerk for starting this process, Councillors unanimously agreed the policies.

20.25. Items for the next meeting

Hammoon telephone box update
Finger Post Round Tops
Hammoon Churchyard – Oak Posts around the monument

20.26. Date of next meeting(s)

These were confirmed as:

2nd September 2020

2nd December 2020

3rd March 2021

There being no further business the meeting closed at 1900 hours.

Chairman:

Date:

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