

CHARLTON MARSHALL PARISH COUNCIL

MINUTES OF THE MEETING HELD AT THE CHURCH ROOM CHARLTON MARSHALL ON TUESDAY 2ND DECEMBER 2014

1) Attendance

Cllr Hill (Chairman) Cllr Schillig, Cllr Park, Cllr Rice and one member of the public.
Locum Clerk Mrs Paula Harding was in attendance to take the minutes.

Non-attendance

NDDC Cllr Moyle, DCC Cllr Cox, Dorset Police SNT

Apologies

Apologies were received from Cllr Cooper.

2) Open Forum

No matters were raised

3) Declarations of Interest and Dispensations

All councillors present were invited to sign a declaration of interest and dispensation in order that they could participate in the discussions regarding the budget and precept for Charlton Marshall for 2015/16. This was required as they are all residents of the Parish and therefore have a vested interest in the cost of the precept on their council tax bill. The forms will remain valid until the date of the next election – 7th May 2015.

4) Councillor Vacancies

This is an ongoing matter with 2 vacancies on the Parish Council. There is advice from Dorset Association of Parish and Town Councils (DAPTC) that there is no urgency to fill these vacancies as there are now less than 6 months until the next election in May 2015.

5) Minutes of the Meeting held on 4th November 2014.

The minutes of the last meeting were checked for accuracy and proposed by Cllr Schillig and seconded by Cllr Rice as a true record. They were signed by the Chairman.

6) Correspondence

The list of correspondence received by the Clerk had been circulated to all Councillors and was summarised by the Chairman. There were several items of interest to note:

- a) Steve Mepham has agreed to inform the Chairman of any highway issues arising from the Linden Homes development as and when they occur.
- b) A questionnaire has been issued to all Town and Parish Councils regarding the local Council Tax support scheme. It is essential that this is completed if you have received copy.
- c) Online short refresher courses for councillors and community groups are now available via Dorset for you.
- d) The next round of grants from Galaxy Hot Chocolate are now available and can be applied for if you or your community group are eligible.
- e) The Dorset Community Action AGM is on the 12th December in Dorchester.
- f) A consultation paper is now available regarding Household Recycling Centres in Dorset and a possible reduction in the number of sites for the future.

7) **Planning Applications**

a) Applications received for consideration:

2/2014/1369/House (Retrospective) – 19 Charlton House Court, Charlton Marshall.

Following consideration by those present it was decided to submit an objection to this retrospective application as follows:

“The Parish Council would like to object to this retrospective application on the grounds that the installation of UPVC cladding on this property is incongruous and out of keeping with the Conservation Area in which it is situated. They would therefore like the retrospective permission refused.”

(It was noted that the deadline for comments had been extended to allow for the decision of this meeting and that the response from the Parish Council was to be submitted the next day by the Locum Clerk and reported to the Chairman).

b) Decisions received:

Planning Application: 2/2014/0825/FUL – Land at E388136 N102088 West of North Farm, Speitsbury – Installation of Photovoltaic Park **GRANTED**

Planning Application: 2/2014/1164/House 11 May Grove, Charlton Marshall – Erect Roof Terrace (retrospective) **REFUSED**

8) **Finance**

a) Accounts

The Chairman reported that a report issued to councillors showing the actual spending against the budget for 2014/15 was up to date as at the 21st November 2014.

b) Cheques for payment

Clerks Rent of Room (November)	£20.00
T.Hill (paper and printing for over 2 years inc recruitment documents)	£34.83
T.Hill (travel expenses – DAPTC AGM)	£15.30
Charlton Marshall Village Hall (for interviews)	£25.50

It was proposed by Cllr Schillig and seconded by Cllr Park that these be authorised.

There was a further cheque written for the outgoing Clerk on which clarification was to be sought before it could be authorised. (Note – since the meeting this cheque has been identified as incorrect and made Void)

c) Income

Memorial Inscription	£ 85.50
Internment of Ashes	£146.50
HMRC (VAT refund)	£663.99

It was noted that part of the VAT refund had been claimed on behalf of the field account and that this proportion needed to be allocated back to this reserve.

9) Precept

Councillors had been presented with a draft budget and proposed precept for the 2015/16 financial year.

On the Chairman's suggestion, it was proposed by Cllr Schillig and seconded by Cllr Park that the donation to the British Legion for the poppy wreath used on Armistice Day should be increased from £25 to £50. All agreed. It was noted that if an extra donation was required in 2016 for the centenary commemorations it could be met from the Section 137 funding.

There was a discussion regarding whether the Training budget would be sufficient given that there would be both a relatively new Clerk and new councillors in the next financial year following the Parish elections in May 2015. The proposed budget was £450 and so it was proposed by Cllr Schillig and seconded by Cllr Rice to increase this to £600 by reallocating the unused Clerks Salary for the first half of December 2014 (as there would be no clerk in post until January 1st 2015 at the earliest and the rest from the general reserve. All agreed.

It was noted that there was provision in the budget for a neighbourhood plan referendum and for potential future Parish Council election costs.

It was proposed by Cllr Schillig and seconded by Cllr Rice that the precept for the next financial year should stay the same as this year and be set at £30,000. This would leave a small surplus to go to the general reserve for unforeseen circumstances. All agreed.

10) Christmas Party

Raffle Prizes should be dropped off at Cllr Hill's house by 13th December.

11) QEII Playing Field

- a) The plaque has been cleaned and paint purchased. The completion of this restoration is pending drier weather.
- b) The Dorset Football Association is supporting the resident who wishes to set up a youth football group and assisting him with the relevant insurance and safety certificates to allow him to operate.

12) Play Area

This has been inspected twice this month by Councillors and once by the official inspectors on the 19th November. Their report has been circulated. Tesco have been carrying out works to paint the fencing and this is ongoing.

Cllr Rice reported that the chippings under the swings have moved again and that this is a recurring problem, but it was agreed that little could be done to prevent this. It was also reported that the holes are getting deeper under the 'pull up' bars and 'balance' bar. It was agreed to place an item on the next agenda to discuss the potential purchase of matting for this area.

The Chairman reminded councillors that it is a legal requirement for there to be 4 inspections in all each month with one done by the inspecting body and 3 visual checks by councillors who had to complete the log book. This is for insurance purposes. If a councillor is unable to make an inspection on a particular week they should contact the Chairman who will arrange for it to be carried out.

The questionnaire regarding Play Area use is still at the printers and should hopefully go out with the Newsletter in the next week.

13) Dorset Association of Parish and Town Councils (DAPTC)- AGM

Following the Chairman's attendance at the DAPTC AGM he suggested that the Parish Council should begin to pull together a community group to work towards developing an Emergency Plan. It was agreed to contact DAPTC to try and arrange for the speaker that attended the AGM to visit the Annual Parish Meeting at Charlton Marshall in April 2015.

The Locum Clerk, who has experience in these matters, explained that the purpose of an Emergency plan is not to take the place of the 'blue light' services but to be able to start the process for them. An example of this might be developing a list of all local farmers who have tractors/trailers and other items that may be able to help in a flooding situation or a list of those who have generators in case of a long term power outage. If an emergency plan is developed it would be used by all agencies that arrive to assist the Parish in an emergency, ensuring that time is not wasted trying to find out what the 'locals' know as it will be all in the file.

It was also suggested that contact should be made with the local District Council Emergency Planning team for advice and templates to start the process as they would be the co-ordinating authority in an instance of evacuation, flood, fire etc.

14) Matters for the next meeting

- a) New Clerk introduction
- b) Playground repairs/maintenance
- c) Emergency Planning

There being no other business the meeting closed at 9pm. The next meeting is scheduled for Tuesday 6th January 2015 and will be held in the Church Room Charlton Marshall.