

MINUTES OF BISHOPS CAUNDLE ANNUAL PARISH COUNCIL MEETING

HELD ON TUESDAY, MAY 21st, 2024, AT 7.30 P.M.

1. **Apologies:** Cllrs. A. Jones, R. Legg (Sherborne Rural Ward)
Attendees: Cllrs: K. Adlem, D. Blair, J. Phillips, J Shaw, M. Richards, M. Wookey
J. Walsh-Quantick (Clerk)
Members of Public: None

2. **Election of officers**

Introductions from all councillors were given and welcome made to new members.

Cllr. Jones has stepped down from the position of chair. On behalf of all councillors, we would like to thank Alan for his hard work and support given in the role of Chair for many years, his knowledge and input has been invaluable. Cllr. Jones will be remaining a parish councillor.

Chair: M. Richards Proposed Cllr. Blair, Seconded Cllr. Phillips.

Vice Chair: D. Blair Proposed Cllr. Shaw, Seconded Cllr Richards.

3. **Previous Meeting Minute Approval**

Minutes of the meeting held on Tuesday 19th March 2024 were agreed with no amendments.
Proposed Cllr. Phillips, Seconded Cllr. Shaw.

4. **Election of officers**

<u>Councillor Name</u>	<u>Responsibilities</u>
Cllr. Martin Richards	Chairman Outside Meetings Social Club Liaison
Cllr. David Blair	Vice-Chair Planning Press Liaison
Cllr. Kimberley Adlem	Play Area & Inspections Sites and Buildings
Cllr. Alan Jones	Cemetery and Refuse Play Area Bins
Cllr. Jim Phillips	Community Shop Liaison Rights of Way Village Hall Liaison
Cllr. Juliet Shaw	Community Speed Watch Planning
Cllr. Mark Wookey	Emergency Plan Flood Warden

5. Revised Financial Regulations Approval.

The 2024 Model Financial Regulations written by the National Association of Local Councils (NALC) were approved unanimously and will be implemented with immediate effect.

6. Parish Council Policy and Insurance Provision Review

Cllr. Richards has reviewed the provision of insurance provided by Zurich as has recommended that this is sufficient to meet the day-to-day insurance requirements for a Parish Council. A quote is needed to cover the pavilion for public liability and removal costs, this has been requested from Zurich. Clk

7. Matters Arising:

a. Speeding Update Community Team, SID

Next meeting (discussed in Annual Parish Meeting).

b. Church Update

Next meeting (discussed in Annual Parish Meeting).

c. Footpaths – Maintenance, dog and other waste (including bins)

Posts and some equipment are needed, costings have been obtained. There is a possibility of some free posts which is to be followed up between Cllr. Phillips and Chris Adlem. Funding is agreed unanimously for posts and basic equipment. JP

d. Village Fete and Events.

A risk assessment has been written and will be forwarded to the clerk from Cllr. Phillips to meet insurance requirements. An update was given, and the fete will be held 08/06, 2-5pm for the fete and 5-7pm for live music. Volunteers are needed for stalls. Money raised will be placed into an events fund and a donation made to the village school. JP

e. Cornford Cottage, Milburn Lane

A number of emails have been forwarded to the clerk regarding damage to the property from vehicles leaving the road junction. The property owner has been in contact with Highways at Dorset Council and requested our input to support with some form of barrier management adjacent to the property. Highways have not responded to contact from the clerk, and this remains ongoing. Cllr. Richards has volunteered to visit the property owner, any damage to the property will need to be covered through insurance. Clk/MR

The clerk has advised the property owner to keep a record of any damage to support the need for barriers such as posts on the edge of the road.

8. Planning Applications

None for consideration.

It was asked if plans for development in local villages could be shared e.g. Stourton Caundle, Holwell, Caundle Marsh. The clerk will investigate the feasibility of this. Clk

9. Playing Field if not covered previously.

Maintenance and repairs/work completed to date – No new items for discussion.

Inspection – Inspection 15/05/24, awaiting report.

Item purchases – No new purchases, Cllr. Adlem will forward some options for low price equipment e.g. balance bars. There will be a VAT rebate to supplement the finances in the grants account. **KA**

Football Social Club Pavilion – Interest has been expressed by the landlord at the White Hart, keys have been given to Cllr. Phillips and they will view the building to look at initial feasibility of this.

10. **Training**

Information has been provided to councillors, to contact the clerk if training is needed. **All**

11. **Financial Audit**

The Parish Council accounts were presented at the Annual Parish Meeting and summarised in the Annual Parish Council meeting. An explanation of the annual audit process was provided to councillors by the clerk.

a). Certificate of Exemption – confirmation that the council will be claiming exemption due to annual income and expenditure being <£25,000 was unanimously agreed. Proposed JP, Seconded JS.

b). Annual Governance Statement – Reviewed and unanimously agreed. All clauses within the annual governance statement have been covered appropriately. Proposed DB, Seconded JP.

c). Annual Accounts Approval - Unanimously agreed. Proposed DB, Seconded JP.

12. **Finances**

Due to the change in councillors, new signatories will be required for the Natwest accounts. Both Cllr. Richards and Cllr. Phillips have agreed to take on this role. The clerk will arrange for the mandates to be generated and forwarded for approval. **Clk**

It was requested that accounts and payments for approval were forwarded prior to the meeting for review in advance. The clerk will implement this with a draft version forwarded, an updated version will be provided at the meeting with accurate bank balances. **Clk**

Assets Review – Nil change from previous meeting. Assets as per the asset register = £37,711

CIL and reserve monies allocation – Nil change from previous meeting.

Bishops Caundle Parish Council - State of Finances to 21/05/2024

Balances:

Natwest Current Account		£6,298.95
Natwest Grants Account		£1,136.74
Natwest Savings Account		£15,952.99
Total		£23,388.68

<u>Income:</u>	Date	Amount
<u>Current Account</u>		
Precept	29/04/2023	£4,903.50
<u>Grants Account</u>		
<u>Savings Account</u>		
Savings Account Interest March	28/03/2024	£17.70
Savings Account Interest April	30/04/2024	£20.89

Cheques Signed and Approved by Chair Since Previous Meeting

None		

Other Payments Since Previous Meeting

<u>Current Account</u>		
M Moore Grass Cutting March	25/03/2024	£100.00
Village Hall Rent March	25/03/2024	£18.00
Clerk HWA March	26/03/2024	£30.00
Clerk Mileage - Delivery of election papers	26/03/2024	£16.40
Digby Estate Field Rent	27/03/2024	£33.00
Clerk Salary March	09/04/2024	£346.62
HMRC March	09/04/2024	£86.80
Hugo Fox April	10/04/2024	£11.99
Dorset Waste Partnership	19/04/2024	£32.36
Clerk Salary April	30/04/2024	£429.76
HMRC April	30/04/2024	£16.40
Clerk HWA April	30/04/2024	£24.00
M Moore Grass Cutting April	30/04/2024	£300.00
Hugofox May	10/05/2024	£11.99
<u>Savings Account</u>		
<u>Grants Account</u>		

Payments Requiring Authorisation

	<u>Comments</u>	
M Moore Grass Cutting May	-	£100.00
M Moore Grass Cutting June	-	£100.00

Clerk Salary / HMRC / Expenses May	Approx	£470.00
Clerk Salary / HMRC / Expenses June	Approx	£470.00
Village Hall Rent May		£18.00
Hugofox June		£11.99
Hugofox July		£11.99
Zurich insurance	Approx	£520.00
DAPTC Subs and mailbox		£241.54
SLCC Subs	Approx	£100.00
N Ladd Internal Audit		£25.00

Proposed By: Cllr. Phillips

Seconded By: Cllr Shaw

N.b. Pension scheme for Clerk has not been joined as annual income is low.

13. Routine Correspondence

Relevant correspondence is forwarded via email to all councillors. Nil for discussion in meeting.

14. Matters for Discussion Next Agenda / AOB.

None raised.

15. Members of the Public Questions

None raised.

16. Time of Closure

9.26pm

Date of Next Meeting

Tuesday July 16th, 2024, 7.30pm in the village hall.

Future Planned Meeting Dates: All 7.30pm Village Hall unless otherwise stated.

2024

September 17th

November 19th

2025:

January 21st

March 18th

May 20th (from 7pm Annual Parish Meeting followed by Annual Parish Council Meeting

July 15th

September 16th

November 18th