

WEST MOORS PARISH COUNCIL

MINUTES of the **PARISH COUNCIL MEETING** held on Thursday 26th June 2008 in the Council Chamber, Pavilion, Fryer Field, West Moors at 7.30pm.

PRESENT:

Cllr. Mrs C. Holmes - Chairman		
Cllr. A. Clarke – Vice Chairman		
Cllr J Bartley	Cllr P Gaussen	Cllr Mrs M Hall
Cllr P Holden	Cllr. J M Price	Cllr. M. Shine
Cllr. B. E. Wye	Cllr. J. Young	Cllr Ms S Zyga

OTHERS PRESENT: Ms J Weedon (Clerk)
Mr Roger Long

APOLOGIES: Cllr K Warren Cllr. R. Watson

08/093 QUESTIONS FROM MEMBERS OF THE PUBLIC
None

08/094 TO RECEIVE DECLARATIONS OF INTERESTS
None

08/095 TO CO-OPT MEMBERS TO THE PARISH COUNCIL
Having been interviewed before the meeting it was unanimously
RESOLVED that Miss Judith Church be co-opted to the Parish Council
Having been interviewed before the meeting it
RESOLVED that Mr Steven Walker be co-opted to the Parish Council.
Voting: 5 in favour, 2 against and 1 abstention
Miss Church and Mr Walker were then invited to join the meeting.

08/096 TO APPROVE AND SIGN MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 8th MAY 2008
Having been circulated, the minutes pages 256-260 were agreed, adopted and signed as a true and correct record.

08/097 TO APPROVE AND SIGN THE MINUTES OF THE EXTRAORDINARY MEETING OF THE PARISH COUNCIL HELD ON 13TH MAY 2008
Having been circulated, the minutes pages 261-268a were agreed, adopted and signed as a true and correct record.

08/098 TO APPROVE AND SIGN COMMITTEE MEETING MINUTES

a) **The Report of the Planning Committee** held on the 15th May 2008 pages 269 – 273 as circulated, was confirmed, adopted and signed.

b) **The Report of the Amenities Committee** held on the 27th May 2008 pages 274 – 276, as circulated, was confirmed, adopted and signed.

Minute no 08/043 – it was **RESOLVED that the Council employ a part time groundsman (6 hours a week) for a trial period of six months with the specific task of maintaining the cemetery. The position to be flexible in order to assist with other grounds duties as requested. The position will then be reviewed. The pay scale for the post will be LC1, SPC11. The post to be advertised in locally, with an advert being placed in the Stour and Avon Advertiser.**
Voting: 1 against

c) **The Report of the Highways and Environment Committee** held on the 29th May 2008 pages 277 – 279, as circulated, was confirmed, adopted and signed. It was noted that minute no 08/059 and 08/060 should have been a recommended item and not resolved. However the Council agreed to leave these items as resolved.

d) **The Report of the Finance and General Purpose Committee** held on the 5th June 2008 pages 280 - 289, as circulated, was confirmed, adopted and signed. Minute no 08/072a – It was **RESOLVED** that co-opted members from sports clubs would not be permitted on the Amenities committee and the Terms of Reference be amended as such.

Minute no 08/072b – Members discussed why additional planning meetings will have to be convened. Members were informed that when changing the meeting schedule and thus reducing the frequency of planning meetings that problems may arise. After further discussion it was **RESOLVED that the Chairman does not have discretionary powers to comment on any planning applications and that additional meetings are convened as and when necessary. The Terms of Reference be amended to show this.**

e) **The Report of the Planning Committee** held on the 12th June 2008 pages 290 – 291 as circulated, was confirmed, adopted and signed.

f) **The Report of the Amenities Committee** held on the 19th June 2008 pages 292 – 293, as circulated, was confirmed, adopted and signed, with the following amendment:
Cllr Price gave his apologies for the meeting and Cllr Clarke as an ex-officio member of the committee felt that his apologies should be recorded.

08/099 TO RECEIVE DORSET COUNTY COUNCILLOR REPORT

Cllr P Gausson gave a report on asset management at County Council, Avon Heath County park, waste management and the annual efficiency statement. He also informed members that a review of the waste strategy is due to be commenced.

08/100 TO RECEIVE EAST DORSET DISTRICT COUNCILLORS REPORTS

a) Cllr Clarke reported on financial matters at EDDC, concessionary fares, Retail Capacity Assessments and the removal of phone boxes. A copy of the full report is held in the Parish Office.

b) Cllr Holden reported on EDDC budget under spend and how these funds should be spent, concessionary fares, affordable housing. A copy of the full report is held in the parish office.

It was **RESOLVED that District Councillor reports, should be submitted before the meeting and distributed to all members prior to the meeting with copies available for the public.**

08/101 TO APPROVE ACCOUNTS FOR PAYMENT

It was proposed, seconded and **RESOLVED** that the accounts for payment be approved, attached on page 298

08/102 TO RECEIVE PARISH CLERKS REPORT

a) **Library Volunteers minute no 08/015 refers** – Confirmation has been received from DCC that West Moors Parish Council no longer wishes to pursue the use of volunteers for West Moors Library

- b) **Internal Audit** – The internal auditor, Mr Reynolds is unable to carry out the end of year audit due to ill health. Due to the short notice of this fact Mrs Eleanor Greene, who has been recommended by the internal auditor has been appointed as temporary auditor and will be carrying out the audit in July.
- c) **Village Crier** – Mr Iain Mitchell will be attending the July meeting of the Parish Council.
- d) Thanks was expressed to the five Parish Councillors who turned out for the litter pick. They collect a substantial amount of litter from around the village.

08/103 TO EXAMINE A DRAFT OF THE PROPOSED PARISH COUNCIL WEBSITE

Members viewed a draft of the proposed new Parish Council website. Members discussed whether there was a need for a Parish Council website as there is already a Community website, the hosting of which is funded by the Parish Council. Some members felt that it would make the community website redundant if the Council had its own independent site. Members were informed that no discussion had yet taken place with the community web site administrator and no discussions would take place until the Council decide if the proposed official website is required. Some members felt that the community website administrator should have already been approached, others did not. Members asked if there was an identified need for the proposed website. Approximate costings for the website are £125 to buy a .gov domain name plus £30 hosting fee.

Cllr Gausson left the meeting at 8.45 and took no further part in any discussions or decisions

The meeting was adjourned at 8.50pm
The meeting was reconvened at 9.00pm and the item left in abeyance, to be placed on a future agenda.

08/104 TO CONSIDER AMENDMENTS TO THE TERMS OF REFERENCE

- a) It was **RESOLVED to change the name of the Planning Committee to the Planning Consultative Committee in order to better describe the Parish Councils role in the planning process.**
- b) **RESOLVED to amend terms of reference for Finance and GP Committee to include: To approve and award grants on behalf of the Council**
- c) **RESOLVED that the terms of reference be adopted and approved for the Longer Term Working Party.**
Cllrs Bartley and Holden expressed a wish to be on the Longer Term Working Party
Amended Terms of Reference are attached on pages 299 to 300

08/105 TO RECEIVE AN UPDATE ON THE PARISH PLAN LIASION GROUP

Members have previously received copies of the minutes of the Parish Plan Liaison Group meeting **RESOLVED to approve all the points from the minutes attached on pages 301 to 304**

08/106 TO RECEIVE CORRESPONDENCE

- a) EDDC consultation on Post Office closures – Cllr Price to attend
- b) POPP Conference – Information held in Parish Office
- c) LAG letter offering to assist in the Parish Office on Saturdays. Clerk has written to LAG informing them that for security reasons their kind offer is declined.

- d) EDDC requesting permission to place a play van in Fryer Field car park on 31st July.
RESOLVED that permission be granted.
- e) DCC re Youth Opportunity fund
- f) Ringing in the Olympics
- g) DAPTC Newsletter and training details.

08/107 TO RECEIVE INFORMATION FROM MEMBERS

- a) Cllr Clarke informed member that he attended the Youth Club AGM and they are proposing to extend the hall.
- b) Cllr Holden reported that EDDC have looked at the garage roof at Fryer Field and confirmed that it is made of asbestos. EDDC have offered help when we replace the roof. Also Cllr Holden requested the he be considered to join the Finance &GP committee before the new councillors are allocated committee membership.
- c) Cllr Wye commented that there has been a reduction in BSM activity in the area. He gave a report on the DAPTC Larger Town and Parish Councils meeting.
- d) Cllr Bartley informed members that a feasibility study would shortly be commenced for the proposed medical centre on the Memorial Hall site and would the Parish council like to be included in the study.
It was **RESOLVED that the Parish Council be included in the feasibility study for the inclusion of a Parish office at the site. Cllr Holden to be the liaison between the Memorial Hall Council and the Parish Council.**

08/108 ITEMS FOR FUTURE AGENDAS

None

The Chairman declared the meeting closed at 9.40pm

SIGNED DATE
Chairman

West Moors Parish Council

Cheque list dated 26.06.2008

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
3867	13250		£190.00	£0.00	£190.00	AM Land Mark	Work carried out at cemetery
3868	13251		£20.80	£0.00	£20.80	F&GP Wye Cllr B	Travel Expenses
3869	13252		£23.60	£0.00	£23.60	F&GP Holmes Cllr. C	Travel Expenses
3870	13253		£101.67	£15.14	£86.53	F&GP XConsumables	Copier usage
3871	13256		£500.00	£0.00	£500.00	DH Pinehurst Chapel	Grant for youth work (DH)
3872	13257		£164.50	£24.50	£140.00	H&E Turner J.	Purchase of safety barriers
3873	13261		£241.40	£35.97	£205.43	F&GP East Dorset District Council	Purchase of black sacks etc
3874	13262		£325.47	£0.00	£325.47	F&GP HM Revenue & Customs	Tax and NI - June
3875	13263		£606.17	£0.00	£606.17	F&GP Dorset County Council	Pension - June
3880	13268		£558.13	£83.13	£475.00	AM Complete Weed Control	Fryer Field weed control
3881	13269		£60.00	£0.00	£60.00	F&GP Field And Garage Repair Services	Grounds duties – Holiday cover
3882	13270		£19.00	£0.00	£19.00	H&E Xerocad	Laminating Map for Noticeboard
3883	13271		£101.34	£15.09	£86.25	AM Canford Drains	Unblocking of disabled toilet at Pavilion
Total			£2,912.08	£173.83	£2,738.25		

June Staff Salaries £2508.61 - cheque no's 3876, 3877, 3878, 3879

WEST MOORS PARISH COUNCIL

TERMS OF REFERENCE FOR COMMITTEES - POWERS TO ACT Approved and Adopted 26th June 2008

FINANCE & GENERAL PURPOSES COMMITTEE

1. Implementation and management of Parish Council's finances.
2. Recommend to Council revisions and extensions of its Financial Policy.
3. Co-ordinate budgets of other committees in preparing annual budget for Council.
4. The consideration of all matters not falling within the province of other committees.
5. Correspondence - Committee to have power to consider and reply to correspondence on the above matters.
6. To approve accounts for payment and authorise payments of the Council.
7. To approve and award grants on behalf of the Council.
8. The Committee shall consist of 8 members.
9. **QUORUM** - Four members of the Committee shall constitute a quorum.

AMENITIES COMMITTEE

1. Implementation and management of Parish Council policy in relation to Fryer Playing Field, Multi-Purpose Play Area, West Moors Cemetery and the Petwyn for the benefit of the Parish.
2. Implementation of Council policy in relation to its statutory obligations as a Burial Authority.
3. To refer to Council suggestions for revision and extension of Council policy in these respects.
4. To prepare Annual Budgets for management of the Fryer Playing Field, Multi-Purpose Play Area, Cemetery land and Petwyn Village Green.
5. To incur costs in the name of the Council within the limits of its annual budget.
6. Correspondence - Committee to have freedom of action within policies laid down by the Council.
7. The Committee shall consist of 7 members
8. **QUORUM** - Three members of the Committee shall constitute a quorum.

HIGHWAYS & ENVIRONMENT COMMITTEE

1. To consider and recommend to Council actions on the following subjects:
trunk roads, roundabouts, all roads within the Parish, footways, verges, hedges, street-lighting, street furniture, public footpaths, and all other matters pertaining to these subjects.
2. To refer to Council revisions of policy in these respects.
3. Footpath Liaison Officer to report to this Committee.
4. To prepare Annual Budget.
5. To incur costs in the name of the Council within the limits of its annual budget.
6. Correspondence - Committee to have power to consider and reply to correspondence on the above matters
7. The Committee shall consist of 6 members.
8. **QUORUM** - Three members of the Committee shall constitute a quorum.

PLANNING CONSULTATIVE COMMITTEE

1. To inspect all Planning Applications in relation to the Parish of West Moors.
2. To have delegated powers to make observations to the District Council on Planning Applications relating to the Parish in the name of the Parish Council.
3. To have power to raise other matters within the Planning Authority which directly relate to property development in the Parish.
4. To recommend to Council revisions and extension of its policy in relation to planning and development matters.
5. Tree Preservation Liaison Officer to report to this Committee.
6. Correspondence - Committee to have power to consider and reply to correspondence on the above matters.
7. This Committee shall consist of 7 members
8. **QUORUM** - Three members of the Committee shall constitute a quorum.

LONGER TERM WORKING PARTY

1. To report to the Finance and GP committee
2. To consider the long term management of Parish Council assets which include the Parish office, the Cemetery, the Pavilion and Fryer Field.
3. To consider long term plans for West Moors village
4. To consider large capital projects within the village
5. The working party to consist of the Chairman and Vice chairman of the Council and the Chairman of all committees plus any other councillor.