

MINUTES OF THE CHESELBOURNE PARISH COUNCIL MEETING HELD ON MONDAY 5TH SEPTEMBER 2022, AT CHESELBOURNE VILLAGE HALL, COMMENCING 7.00PM

Present: Cllrs C Byrom, C Hampton,

Chair: Cllr A Taylor

Clerk: Mrs A Crocker

Also present: Dorset Cllr Jill Haynes.

Public Participation

No members of the public were present.

1. Declaration of Interests

22.45 No interests were declared at this stage.

2. Apologies

22.46 Apologies had been received from Cllr Nicky Searle (holiday) and PCSO Alison Dennison.

3. To approve the minutes of the meeting held on the 4th July 2022

22.47 A copy of the minutes had been issued to all members with the agenda. Cllr Hampton proposed the minutes were accepted. This was seconded by Cllr Byrom and agreed unanimously.

Resolved: The minutes of the meeting are confirmed and signed as an accurate record

4. Matters arising from the minutes – for report only

22.48 No matters arising that are not on the agenda.

5. To Co-opt a Parish Councillor

22.49 Cllr Taylor informed the meeting that, due to personal circumstances, Cllr Robin Maslin had submitted his resignation from the Parish Council with immediate effect. This means there are now two vacancies and members are asked to consider anyone they know who may be interested in standing.

6. Dorset Councillor's Report

22.50 A copy of Cllr Haynes' reports for July and August had been issued prior to the start of the meeting. Cllr Haynes reported that she had met with former Prime Minister Boris Johnson, MP recently when he visited Wessex Internet. Dorset Council, via Wessex Internet, have been awarded £6m to provide 7,000 homes with superfast broadband. The bulk of the properties affected are farms and outlying houses and approximately 10% are businesses.

The trial with 5G is now just closing but, as part of the trial, a series of networks were put in, one of which was at the Battle Lab at Winfrith. As a result, all the units that were built by the Council on the site have been occupied and more units will now be built.

It is understood that the bus company, Damory has been bought out by a German company which appears to be considering removing some services. Dorset Council is looking at taking part in the Government's Bus Back Better strategy which awards local authorities funding to improve bus services in their area and is also looking to review what happens with the Council minibuses which are not used to their full capability during the day.

7. Police, Traffic and Roads Reports

22.51 (i) General Report

Although unable to attend the meeting, Cllr Searle had issued a report covering the various aspects of road safety, including the Community Speed Watch and Prevention and Policing. A number of discussion points were raised;

- (a) It would be possible to have a visit from the crime prevention team to discuss online fraud and 'scamming offences'. Is this something the Parish Council would like to see organised?

It was agreed that this could be something to be discussed at the Annual Parish Meeting as more villagers might be in attendance.

- (b) To agree whether the meeting dates for next year could be scheduled for a different day of the week as the PCSO is not on duty on Mondays.

Members agreed this was not feasible for the regular monthly meeting but perhaps the day of the Annual Parish Meeting could be changed. Rather than hold it before the April Parish Council meeting, the Annual Parish Meeting could be held on a Saturday morning. This will be discussed further nearer the date of the meeting.

- (c) What would be useful as part of the police report?

Nothing other than what is already included.

A full copy of the report can be found at Appendix A at the end of these minutes.

22.52 (ii) Quiet Lanes Project Update

A response from Dorset Highways had been issued to all members with the agenda. The Council have noted that more could be done. Cllr Taylor has also been in touch with Dorset Highways and asked them to remark some of the faded road markings.

22.53 (iii) Bus Service Improvement Plan for Dorset

A copy of the Purbeck Transport Action Group's observations and aspirations was issued to all members prior to the start of the meeting. There are two meetings coming up to discuss the Bus Service Improvement Plan for Dorset; online sessions are being held on the 7th and 8th September and Cllr Byrom has kindly offered to attend one of the sessions and report back.

Hilton Parish Council will be discussing a Village Bus Service at its meeting on the 6th September and Cllr Taylor will be attending on behalf of Cheselbourne Parish Council.

22.54 (iv) Police Report for the period to 5th September

A brief report had been received from the Police Community Support Officer and a copy attached to the agenda. The report can also be found as Appendix B at the end of these minutes.

8. Parish Councillors Reports

22.55 Cheselbourne Climate Action Group (CAG) – Cllr Bryom reported:

Wildlife corridor – Plans are underway to produce a questionnaire for delivery to Cheselbourne households to establish where there already exist pollinator plants. It is hoped that as many residents as possible will be involved, especially families, in roughly plotting distances between wildlife friendly hotspots in and around the village. The focus will be on gardens but it is hoped that local landowners will also take part.

Recycling – The recycling bins sited at the Village Hall, inviting the deposit of tin foil, soft plastics and tetrapaks are being well and sensibly used. Since its inception, two binfuls of tetrapaks and six binfuls of soft plastic have been taken to the recycling centres in Dorchester.

Verge from Brook Green to the bus shelter – The ivy has been cut from the trees and our thanks are extended to Chrissie and Richard who undertook the mammoth task. The CAG is debating what to do with this verge. CAG's aim would be for it to be part of the wildlife corridor mentioned above. Funding would almost certainly be required if this strip of land is to be actively managed.

Litter – Cllr Searle organised a very successful litter pick along the full length of Long Lane, held on 16th July. The CAG is organising a village litter pick on Saturday 1st October.

22.56 Cllr Hampton reported that Dorset Council is in discussions with the developer of Brook Green, Charlew, regarding the footpath alongside the Village Hall. It was felt that a representative of the residents of Brook Green should also attend the meeting. Cllr Taylor will contact Mr Neil Le Maire, Planning Enforcement Officer, accordingly.

Resolved: Cllr Taylor to contact Dorset Council officer Mr Le Maire to arrange attendance at the meeting with the developer, Charlew.

9. Planning Applications

22.57 To consider planning applications received since the last meeting

P/HOU/2022/04697 Maryfield, Streetway Lane
Proposed alterations and new porch extension (replace existing). Including retile roof

This application had been considered by email and **No Objections** were raised.

10. Play Area

22.58 (i) To receive an update on the play area repairs and upgrade

Cllr Taylor and Robin Maslin met and discussed the items raised by the Play Park Inspection report. The fence has subsequently been repaired but there has been no response regarding the other items raised by the Inspection and in need of attention. Cllr Taylor will speak to Robin Maslin and other Play Park Committee members to see what can be done.

Resolved: Cllr Taylor will contact the Play Park Committee to discuss what action can be taken regarding the recommendations of the annual play inspection report.

Although no longer a councillor, Robin Maslin has offered to continue to assist with this project if members are happy for him to do so. A brief report was circulated prior to the start of the meeting setting out the following:

- Langhams Wine Estate have offered to fence an area of the play park with no labour cost. The Parish Council will supply the materials. A date for this work is yet to be agreed.
- Some trees will have to be crown lifted as the lower branches currently limit space. NRP Tree Services have quoted £210 to undertake the work, although no date has currently been set for the work to be carried out.
- Safety bark is required to be put under the swings. Robin Maslin has advised that the cost of this is £232, inclusive of VAT, from Travis Perkins. Members asked if Travis Perkins was the best place to go as there was a local company advertising in the Blackmore Vale that seemed considerably cheaper.
- Various grants are being looked into and some idea of equipment costs will be needed quite soon.

22.59 (ii) To consider a play area inspection for next year only or agree the inspection to be automatically undertaken each year by the Play Inspection Company Ltd at a cost of £90 for 2023

Resolved: Confirmation will be sent to the Play Inspection Company Ltd for the annual inspection to be undertaken automatically on an annual basis.

11. Finance

22.60 To agree the payments list

The following payments had been requested:

A Crocker	July/August wages	BACS018	237.35
HMRC	July/August PAYE	BACS019	59.40
C Haskett	Grass cutting	BACS020	50.00
C Hampton	Reimbursement re Outlook renewal	BACS021	59.99

The total amount requested from the Precept is £406.74.

Cllr Hampton proposed the payments are made. This was seconded by Cllr Byrom and agreed unanimously.

The £82.90 raised by donations from the tree give away held in November 2021 will be transferred within the Earmarked Reserves from the Jubilee fund to the CAG for use in upgrading the verge by the bus shelter.

Resolved: The payments are made and the Earmarked Reserves adjusted.

22.61 To confirm the reconciliation of accounts and position against budget

A copy of the bank reconciliation and position against budget had been issued to all members with the agenda.

Resolved: The bank reconciliation and budget position are accepted.

12. To consider the items set out in the Internal Auditor's Report and agree the actions requested

22.62 Following the July meeting, the Clerk had been back in touch with the auditor and a revised response letter was subsequently issued. Several of the points raised by the auditor had also been reviewed. A full list of the recommendations and proposed responses had been issued to all members prior to the start of the meeting. This report can be found as Appendix C of these minutes.

Recommendation 2 required that payments made in May, September and November 2021 and January and March 2022 that had not been recorded in the relevant minutes could be recorded here and accepted retrospectively. The payments in question are set out below:

HMRC		26.40	Paid May'21
Clerk's salary and expenses – April 2021		140.59	Paid May'21
Direct Debit	ICO	35.00	Paid 09.09.21
BACS024	Mustoe Shorter	349.00	Paid 01.11.21
BACS038	John Lilley	1280.00	Paid 17.01.22
BACS039	C Haskett	50.00	Paid 18.03.22

Cllr Byrom proposed the payments are accepted. This was seconded by Cllr Hampton and agreed unanimously.

Resolved: The recommendations of the Internal Audit report for the year ended 31st March 2022 are agreed and actioned accordingly.

13. To consider a letter of thanks

22.63 **Resolved: The Village News will be used to express our thanks to anyone who has undertaken particularly good works in the village.**

14. To receive an update on the Community Resilience and Severe Weather Plan

22.64 This will be put forward to a later meeting.

15. Date of next meeting

22.65 The next meeting will be held on 7th November 2022, commencing 7pm.
There being no further business, the meeting closed at 20.20hrs.

Appendix A

Road safety update – Councillor Nicky Searle

Community Speed Watch has been reinvigorated and reinstated in Cheselbourne. We currently have eight trained volunteers and one additional resident waiting for training so they can join the group.

Training was delivered by the Dorset Road Safe team in July – our thanks for to Maria and Janice for coming out to Cheselbourne Village Hall to brief us and hold a practice session.

The village hall was hired for this session. Please can approval be given for the cost (£6)

Our first CSW session took place on 23 September. Janice, our rural Dorset Camera Partnership came out to join us at 0730 to support and show uniformed visibility and will continue to do so as regularly as she is able. Additional sessions in September at various approved locations and times are currently being planned, subject to weather and volunteer availability. We had a nil return of speeding drivers from our session, although many were driving close to the threshold of 30 mph. No adverse incidents to report and it is hoped that our regular presence will start to make drivers think about their speed and general driving through the parish.

I am in touch with Cheselbourne School to discuss the issues re road safety and parking and to engage the school in education and prevention. It is hoped that our local PCSO will be able to support any activity, depending on availability. I will update on progress on my return and once the new school term starts in September.

The Dorset Road Safe management team, Mark Armstrong and Brian Austin, are considering how Cheselbourne Council can be further supported with engagement through national road safety campaigns. I will update the council in due course, when anything positive is proposed.

There is a Pan Dorset Community Speed Watch Conference being hosted by Dorset Police on 1 October; I will be attending and will report back on to the November PC meeting.

Prevention and Policing.

A meeting was held with PCSO Alison Donnison on 3rd August. Present were Andrew Taylor and Nicky Searle

The reinstatement of the police update was discussed; it's production is the responsibility of a Dorset Police volunteer working alongside the neighbourhood policing team, and she has only recently returned following the Covid restrictions being relaxed. We will have a regular update for PC meetings from September onwards.

Police neighbourhood resourcing is clearly very stretched and our ability as a parish to have a level of uniformed visibility will be based on need and persistence.

Action - It would be possible to have a visit from the crime prevention team to discuss online fraud and 'scamming offences'. Is this something the PC would like to see organised?

The issue of attendance at parish council meetings was discussed. Alison does not work on Mondays and therefore is currently unable to attend our 2022/3 dates. As Alison is unable to change her work hours to attend, it was agreed that the PC would consider moving their meetings for the 2023/24 year to an alternative weekday, eg Tuesday/Wednesday/Thursday, to enable Alison to be able to attend where required.

Action - For discussion at September PC meeting to agree whether dates for next year could be scheduled for a different day of the week.

It was agreed that Alison would prioritise attendance at next year's annual parish meeting, to support both the Parish council and police engagement with the local community

What would we like to see included in the police report? There was discussion about widening the remit to incorporate issues from the wider neighbouring parishes, as crime does not respect parish boundaries. Also that some wider context around Dorset wide trends, requests for help, crime prevention advice etc would be useful.

Action - For discussion please, re what would be useful as part of the police report

Community Speed Watch was discussed and Alison agreed that she would provide support to it when she could.

Schools engagement – issues regarding dangerous and inconsiderate parking at school pick up and drop off times was discussed and it was agreed that this would be raised initially by Councillor Nicky Searle with the head teacher. Alison would be happy to support engagement and enforcement where her duties allowed.

It was agreed that a regular PC – police meeting would be useful going forward.

Councillor Nicky Searle

Appendix B

Cheslebourne & Dewlish Parish Council Meeting 05-09-2022

Police Community Support Officer Report

Crimes Reported 01-08-2022 to 25-08-2022

13/08/2022	Cheslebourne	Suspicious vehicle – area search conducted – no sightings of vehicle. Intelligence submitted.
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General alerts issued

General Alert – do you know where your children are? This could assist reduce youth related anti-social behaviour.

General Alert - leaving dogs in vehicles during hot weather

General Alert – scams

Other issues/notices

Please continue to report any incidents or suspicious circumstances by either calling 101 or reporting online via the Dorset Police website on the "Contact Us" section. Information and advice is also regularly posted on the Dorchester Police Facebook page and via Dorset Alert.

Appendix C

To consider the items set out in the Internal Auditor's Report and agree the actions requested

Recommendation 1

That an amendment is made to the minutes of the May 2021 meeting to show what the amount of £166.99 relates to

The amounts refer to the following payments:

HMRC	26.40
Clerk's salary & expenses (April)	140.59

Although not listed in the minutes, a report had been included with the agenda at the time.

Recommendation 2

That the 4 payments as set out below are added to the minutes.

Rather than amend past minutes, the IA has agreed that the payments could be included within this report, added to the current minutes and agreed retrospectively. The payments in question are set out below:

Direct Debit	ICO	35.00	Paid 09.09.21
BACS024	Mustoe Shorter	349.00	Paid 01.11.21
BACS038	John Lilley	1280.00	Paid 17.01.22
BACS039	Chris Haskett	30.00	Paid 18.03.22

Recommendation 3

That any income other than the Precept, VAT and interest is noted in the minutes.

This point was accepted and will be actioned going forward.

Recommendation 4

That the payment regarding the domain name is re-adjusted for VAT

This has been done.

Recommendation 5

That any VAT reclaim due for 2020 – 2021 is undertaken as soon as possible to avoid being out of time.

This was noted and the VAT refund request subsequently submitted. For future reference, the time frame for claiming VAT is three years.

Recommendation 6 and 7

The Clerk’s contract and pay.

The Clerk’s contract will be included in all future audit files. With regard to the Clerk’s salary, this had been incorrectly calculated as £11.05 per hour from 1st May 2021 when it should have been £11.30 per hour. This combined with the subsequent pay increase taking the hourly rate to £11.50 per hour has led to an underpayment of £20.75. This has been corrected in the September 2022 payment.

Recommendation 8 and 9

The Asset Register

The comments were noted and the Asset Register will be amended accordingly.

Recommendation 10

The insurance schedule to be included in the audit file

This was noted and the new insurance schedule subsequently added to the file

Recommendations 11

To add the IA report and a complete list of expenditure to the website for 2020-21

This was noted. The IA reported was added to the website and, to comply with transparency requirements, a breakdown of all items in excess of £100 has also been added.

Recommendation 12

To agree the public inspection dates and minute the signing of the AGAR.

This was noted and undertaken.