

**CHESELBOURNE PARISH COUNCIL  
MINUTES OF MEETING HELD ON MONDAY 20<sup>TH</sup> MAY 2024 AT  
CHESELBOURNE VILLAGE HALL, COMMENCING UPON COMPLETION OF  
THE ANNUAL PARISH MEETING**

**Present:** Cllrs G Waters, G Waters, D Walsh, N Searle, R Sewill

**Chair:** Cllr A Taylor

**Clerk:** Mrs A Crocker

**Also present:** 4 members of the public

**1. To receive apologies for absence**

24.001 Apologies had been received from PCSO Alison Donnison.

**2. Election of the Chairman**

24.002 Cllr Sewill proposed Cllr Taylor remains in the role for the coming year. This was seconded by Cllr Searle and agreed unanimously. Cllr Taylor signed the Declaration of Acceptance of Office for Chairman in the presence of the meeting.

**3. Election of Vice Chairman**

24.003 Cllr Walsh proposed Cllr Waters for the role for the coming year. This was seconded by Cllr Searle and agreed unanimously. Cllr Waters signed the Declaration of Acceptance of Office for Vice Chairman in the presence of the meeting.

**4. To receive Declarations of Interest**

24.004 No interests were declared and no requests for dispensation had been received.

**5. To consider the co-option of a new Parish Councillor**

24.005 Mr Roger Hall was invited to say a few words about himself. Cllr Taylor proposed Mr Hall be invited to join the Parish Council. This was seconded by Cllr Waters and agreed unanimously.

**6. To confirm the roles of Councillors for the coming year**

24.006 Finance: All councillors

Planning: Cllr Walsh, supported by Cllr Sewill. Cllrs Searle, Waters and Taylor will also be involved in providing responses to planning applications and undertaking site visits when required.

Highways and Transport: Cllr Searle, supported by Cllr Waters.

Asset Management (including playpark liaison and grass cutting): Cllr Taylor, supported by Cllrs

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Walsh and Sewill.

Flooding and Environment: Cllr Waters, supported by Cllr Taylor.

Website, social media and IT: Cllr Walsh, supported by Cllr Taylor.

Emergency Planning, Risk Management and Liaison Support: Cllr Searle, supported by Cllr Waters.

DAPTC Representative: Cllr Sewill, Cllr Taylor will act as deputy representative.

**7. To approve the minutes of the meeting held on 4<sup>th</sup> March 2024**

24.007 A copy of the minutes had been issued to all members. Cllr Walsh proposed them to be a true and accurate representation of the meeting. This was seconded by Cllr Waters and agreed unanimously. The minutes were signed by the Chair in the presence of the meeting.

**8. Matters arising from the meeting for report only**

24.008 No matters arising that are not covered by the agenda.

**9. Dorset Councillor's Report**

24.009 No report available at this stage.

**10. Parish Councillors' reports**

24.010 No reports.

**11. Finance**

**24.011 To agree the bank reconciliation for the year ended 31<sup>st</sup> March 2024**

A copy of the report had been issued with the agenda. Cllr Taylor proposed it was accepted. This was seconded by Cllr Searle and agreed unanimously.

**24.012 To confirm the position against budget as at 31<sup>st</sup> March 2024**

A copy of the report had been issued with the agenda. Cllr Taylor proposed it was accepted. This was seconded by Cllr Searle and agreed unanimously.

**24.013 To receive the annual accounts for the financial year 2023-2024**

A copy of the report had been issued with the agenda. Cllr Sewill proposed the accounts are accepted. This was seconded by Cllr Waters and agreed unanimously.

**24.014 To agree the payment of accounts**

The following payments had been requested:

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Play Inspection Co	Post installation inspection	BACS047	420.00
DAPTC	Subs & email storage	BACS048	196.65
Hugo Fox	Web hosting May 2024	DDR	11.99
Dorset Tree & Garden	Crown lift overhanging trees	BACS049	150.00
HMRC	March/April PAYE	BACS050	72.80
A Crocker	March/April salary	BACS051	457.14

A total of £1,308.58 was requested.

Cllr Walsh proposed the payments are made. This was seconded by Cllr Waters and agreed unanimously.

24.015 To agree the bank reconciliation and position against budget as at 20<sup>th</sup> May 2024

Copies of the reports had been issued with the agenda. No comments were made and the reports were noted.

24.016 To agree setting up all councillors as bank signing authorities

At present there are only two councillors who can authorise payments. This has led to problems when both are away. Cllr Taylor proposed that all councillors have authority to authorise payments. This was seconded by Cllr Waters and agreed unanimously. The Clerk will set up the new signatories and contact members when this is done.

**ACTION: CLERK**

**12. Annual Governance and Accountability Return 2023-2024**

24.017 To review and approve the external audit Certificate of Exemption

The proposed Exemption Certificate had been issued to members prior to the start of the meeting. Cllr Taylor proposed this is accepted. This was seconded by Cllr Waters and agreed unanimously. The Certificate was signed by the Chairman in the presence of the meeting. It was subsequently determined that, due to the expenditure on the play park, the Parish Council is not able to submit and Exemption Certificate for the year ended 31<sup>st</sup> March 2024.

24.018 To review and agree the Annual Governance Statement for 2023-2024

A copy of the Statement had been issued to all members prior to the start of the meeting. Each of the assertions was considered and accepted. Cllr Waters proposed the Statement is signed. This was seconded by Cllr Searle and agreed unanimously. The Chair and Clerk signed the Statement in the presence of the meeting.

24.019 To review and approve the Annual Accounting Statement for the year ending 31<sup>st</sup> March 2024

A copy of the Accounting Statement had been issued to all members prior to the start of the meeting. Cllr Waters proposed the Annual Accounting Statement is accepted. This was seconded by Cllr Walsh and agreed unanimously. The Chair signed the Statement in the presence of the meeting.

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24.020 To confirm the dates for the Notice of the Exercise of Public Rights

It is a requirement for the period of Public Rights to cover the first 10 days of July. The Notice will be issued to run from Monday 17<sup>th</sup> June to Friday 26<sup>th</sup> July 2024.

**13. To review and confirm all policies and orders of the Parish Council**

24.021 Standing Orders – Cllr Taylor proposed the Standing Orders are accepted, subject to review later in the year. This was seconded by Cllr Walsh and agreed unanimously.

24.022 Financial Regulations - Cllr Taylor proposed the Financial Regulations are accepted, subject to review later in the year. This was seconded by Cllr Walsh and agreed unanimously.

24.023 Risk Assessment - Cllr Taylor proposed the existing Risk Assessment is accepted, subject to review later in the year. This was seconded by Cllr Searle and agreed unanimously.

The following policies were all noted with no amendments required.

24.024 Data Protection

24.025 Environmental Statement

24.026 Equality and Diversity

24.027 Safe Guarding

24.028 Model Publication – A working party will be made up of Cllr Taylor, the Clerk and one other councillor to review the Model and bring the proposal back to Council later in the year.

**ACTION: CLLR TAYLOR & CLERK**

24.029 Resilience and Emergency Plan – This had been reviewed and updated in late 2023 and was duly noted.

**14. To review and confirm the Asset Register**

24.030 A copy of the Asset Register had been issued with the agenda. It was noted that the Community Speed Watch (CSW) equipment is now housed with Cllr Searle. Two new grit bins were purchased in 2023, located in Drakes Lane. Two litter picking signs are kept by Cllr Taylor.

Cllr Searle reported that the CSW signs are very old and some have been removed and the rest will be removed shortly. New, standard, signs are going to be issued by the Central CSW Team.

**15. Council Insurance – to review and approve renewal**

24.031 Awaiting a new quote to include the new play park equipment.

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**16. To consider planning applications**

24.032 P/FUL/2024/01787 Highdon House – Change of use and the siting of two chalets for ancillary staff accommodation with associated access and parking.

This was reviewed by email and was supported with comments made regarding light pollution.

**17. To review and confirm the proposed meeting dates for 2024-25**

24.033 A list of the proposed dates had been issued with the agenda. The dates have been passed on to the village hall for confirmation.

**18. To consider the grass cutting contract**

24.034 Cllr Taylor had spoken to one company but no quote was ever received. Former Councillor Hampton also spoke to a second company who felt they were unable to undertake the work. Cllr Taylor proposed Dorset Tree & Garden are offered the contract. This was seconded by Cllr Searle and agreed unanimously. Cllr Taylor will speak to Moses of Dorset Tree & Garden Maintenance in the first instance to see if he will take on a contract.

**ACTION: CLLR TAYLOR**

**19. To receive an update on the Play Park and consider the purchase of benches**

24.035 Cllr Taylor will take on the role of liaison and has a meeting with members of the Play Park Steering Group on Thursday 23<sup>rd</sup> May. There were a few issues with the new equipment following the post installation report, but these have been addressed by the manufacturer, Copper Beech. The Play Park Steering Group have proposed buying two picnic tables for the park at a cost of £500 including delivery. They are both 8-seater tables. The issue of siting the tables on the grass was raised in that they would have to be moved in order for the grass to be cut. Colin Hampton has spoken to the steering group and was keen on the idea of having an area cleared of grass and perhaps covered in woodchip. However, the group suggested going ahead with the tables and monitor the situation.

Cllr Taylor felt that he would like to speak to the grass cutting contractor in the first instance to see if he would be happy with unsecured tables.

It was suggested that stable matting might be a good idea as this would suppress the grass but may result in the edges be cut by the mower.

Cllr Searle raised the issue of future costs of the play park – in particular, maintenance of the equipment. The Parish Council is responsible for maintaining the equipment and the area and it will have to be budgeted for.

The money held in the ear marked reserves should be used in part for future maintenance.

This matter will be raised at the meeting with the Steering Group on the 23<sup>rd</sup> May.

Colin Hampton reminded members that he is not a member of the steering group. He merely keeps an eye on the area and reports any issues.

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**20. To agree membership of the DAPTC**

24.036 Cllr Sewill proposed we continue to subscribe to the DAPTC. This was seconded by Cllr Taylor and agreed unanimously.

**21. Police, Traffic and Roads**

24.037 To agree the purchase of additional litter picking safety signage. We currently have two road signs but, as the area that is covered by the litter pick has grown, it was agreed that having a third sign would be helpful. A new sign would cost £102.53. Cllr Taylor proposed this is accepted. Consistency of signage is important. Cllr Hall seconded the purchase and this was agreed unanimously. Cllr Searle will arrange for the purchase of the additional sign.

**ACTION: CLLR SEARLE**

Cllr Walsh noted that he had recently driven through a village that had a sign out saying ‘This area has been litter picked by...’ It was agreed that something similar could be considered at a later date.

**22. To consider setting up .gov.uk email addresses for all members**

24.038 Central Government is currently encouraging Parish and Town Councils to set up .gov.uk email addresses for all members. There are currently over 200 approved registered host companies permitted to set up .gov.uk email addresses. 35 have agreed to provide parish councils with enhanced assistance. At present, a domain only service costs between £60 and £150 pa but this should reduce in July. HugoFox have recently announced that they are applying for inclusion in the list of approved registrars and it was felt that, as they currently host our website, we should wait for their approval to be finalised and then approach them.

**23. To receive an update on PlusBus**

24.039 Cllr Taylor reported that the initiative is working well. Cllr Carol Eastment from Melcombe Horsey has been taking the lead on this. She has said that the service is well used and often the bus is full. When the bus has been over-subscribed, Dorset Community Transport has put on a second bus. Cheselbourne Parish Council have agreed, in principle, to make a grant of £500. Hopefully some statistics will be available for the July meeting in order for members to make a decision about the continuation of the bus service next year.

**24. Date of next meeting**

24.040 The next meeting will be on Monday 1<sup>st</sup> July 2024, commencing 7pm.

There being no further business, the meeting closed at 20.32hrs

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