

Approved minutes of Minutes of the Annual Lydlinch Parish Council Meeting held on 22nd May 2017 commencing at 7pm.

Present Councillors: Mr C May (Chairman), Mrs Z Cheetham, Mrs G Tite , Mr L Tuffin & Mr J Worth.

T Watson (Clerk)

In attendance

There was 1 member of the public in attendance.

W Batty-Smith (North Dorset Dist. Cllr) and P Batstone (Dorset County Cllr.) were in attendance. Apologies had been received from G Carr-Jones (North Dorset Dist. Cllr).

1. To elect a Chairman and receive the declaration of office.

RESOLVED: Mr C May was nominated, seconded and duly elected, the declaration of office was signed.

2. To elect a Vice- Chairman and receive the declaration of office.

RESOLVED: Mr L Tuffin was nominated, seconded and duly elected, the declaration of office was signed.

3. Democratic period (For public comments).

None.

4. To receive apologies.

Apologies had been received from T Frizzle.

5. Declarations of interest.

None.

6. To approve the minutes of the meeting - held on 20th March 2017.

RESOLVED: The minutes of the meeting having previously been circulated to Councillors were approved and signed by the Chairman.

7. To receive notice of a casual vacancy in the Office of Councillor for Lydlinch Parish Council following the resignation of Cllr Bovenizer.

The Clerk advised notices will be posted and if a request for an election to fill the vacancy the office can be filled by co-option at a future meeting.

8. Planning

a) Response to NDDC planning consultations.

None.

b) Recent decisions of NDDC Development Management Committee.

None

c) Appeals and matters of report from previous applications.

None.

d) Planning matters of report.

Report made to NDDC enforcement regarding the creation of a vehicle access at Cypress Cottage. Report to Tree Officer regarding works on Oak tree ref. application 2/2016/1698/TPTREE

8. To receive Parish Councillors views.

The length of the grass on the green man verge was noted. C May suggested a parish tree survey.

9. To receive Dorset District Councillors reports.

W Batty-Smith advised that s Clark is leaving the planning department.

10. To receive the Dorset County Councillors report.

P Batstone advised that due to the electoral boundary changes Paul Starkey is the now the highways liaison officers for Kings Stag & Lydlinch.

11. Review of delegation arrangements to committees, sub-committees, staff and other local authorities.

The parish council does not delegate any of its duties to other local authorities. The Clerk has no delegated powers and the delegation arrangements for minor planning applications are laid out in Standing order 15b xv).

RESOLVED: A Review of delegation arrangements to committees, sub-committees, staff and other local authorities.

12. Review of the terms of reference for committees.

RESOLVED: The Parish Council has no sub-committees.

13. Appointment of members to existing committees.

RESOLVED: There are no existing committees.

14. Appointment of any new committees in accordance with standing order 4.

RESOLVED: Not to appoint any new committees in accordance with standing order 4.

15. Review and adoption of appropriate standing orders and financial regulations.

Members have personal copies of the Standing orders. The Clerk advised that there had been no changes to the standing orders and financial regulations during the year 16/17.

RESOLVED: A Review of appropriate standing orders and financial regulations was carried out.

16. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities.

RESOLVED: That no charters or agency agreements are in place

17. **Review of representation on or work with external bodies and arrangements for reporting back.**

RESOLVED: A review of representation on or work with external bodies and arrangements for reporting back was carried out. Mr C May is the DAPTC representative and Mrs Z Cheetham & Mr T Fizzle are on the Hooper Hall Management Committee. It was agreed that reporting back would be done via Parish Councillors views.

18. **To make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future.**

It was noted that the Council is eligible in terms of the proportion of elected members and the Clerks SILCA qualification. However the Clerk needs to add the module to her SILCA qualification.

19. **Review of inventory of land and assets including buildings and office equipment.**

It was noted that there were no additions or disposals during 16.17.

RESOLVED: A review of inventory of land and assets including buildings and office equipment was carried out.

20. **Confirmation of arrangements for insurance cover in respect of all insured risks.**

The Clerk presented the policy for 2017.18 it was noted that the dog bins were not included as their value is equal to the £100 access.

RESOLVED: Confirmation of arrangements for insurance cover in respect of all insured risks.

21. **Review of the council's and/or staff subscriptions to other bodies.**

It was noted that the Parish Council currently subscribe to the DAPTC.

RESOLVED: To subscribe to the DAPTC for the year 17.18.

22. **Review of the council's complaints procedure.**

The Clerk advised that there had been no changes in terms of legislation or the Councils operations since adopting the current complaints procedure in May 2015.

RESOLVED: A review of the Council's complaints procedure was carried out.

23. **Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.**

The model publication scheme (Information act 2000) has been previously approved by the Council. The purpose of this publication scheme is to show what classes of Council information are available routinely. A copy of the schedule is retained in the Clerk's office, the TC may decide to put the scheme on the web site. Any requests made under the freedom of information and data protection acts will be dealt with according to the model publication scheme. The Council has had no requests for information in conjunction with the freedom of information act in the last year.

RESOLVED: That the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 remain.

24. Review of the Council's policy for dealing with the press/media.

RESOLVED: That the Council's policy for dealing with the press/media remain.

25. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

RESOLVED: To accept the set dates, time & place of ordinary meetings of the Full Council for the year ahead as presented.

26. Correspondence: as detailed in annex 1a.

Date	From	Info	Action
17.03.17	NDDC Planning enforcement	Enforcement notice regarding extra roller doors Former Haggs Play site.	Noted Clerk requested to progress
30.03.17	Lydlinch PCC	Letter of thanks regarding grant for churchyard tree maintenance	Noted
30.03.17	DCC Highways	Response for slow horses signage on the Holwell to Kings Stag Rd.	Noted
24.04.17	Lloyds bank	Notice of closure of Sturminster Newton branch	Noted
17.05.17	Hooper Hall Management Cttee.	Thanks for grant	Noted

P Batstone left the meeting

27. Finance.

a) To receive notice of an increase in office Services charges

The proposed increase was 3% from £45 to £46.40 per month from 01.04.17

RESOLVED: To accept the increase in office Services charges

b) To approve the accounts as presented in annex 1b. For payment.

T Watson	Salary April & May 17	██████████
HMRC	Tax & NI April & May 17	£69.80
Stalbridge TC	Office services April & May 17	£92.80
Community First	Insurance premium 17/18	£206.11

Addition to annex 1a.		
IK Services	Services dog bins Lydlich & Kings Stag April & May	£110.00

RESOLVED: Proposed by C May, seconded by L Tuffin and all agreed to approve the above payments.

c) To receive the year-end financial report.

The year and bank balance was noted.

RESOLVED: Year-end financial report 16.17 received and cash book verified against the bank statement

28. Clerks report on matters arising.

New post office contact set up with current tenants of the Green Man

29. Date of the Next meeting - The next Town Council meeting will be held on **Monday 19th June 2017**. All items for inclusion on the agenda must be received by the Clerk by 9.00am on Friday 9th June 2017.

There being no further business the Meeting closed at 8.03pm.

Date 19/06/17

Signed.....
Chairman