**MAIDEN NEWTON PARISH COUNCIL**

**MINUTES OF MEETING HELD ON**

**THURSDAY 7th JUNE 2018**

**IN THE COMMUNITY ROOM WEBBERS PIECE**

**CHAIR:** Cllr Alan Goff

**PRESENT:** Cllr Anne Clements, Cllr Cherri Dyke, Cllr Sally Falkingham, Cllr Dave Marsh, Cllr Trena Fox and Cllr Paul Valinski.

There were 6 members of the public at the meeting. A question was asked about the Council’s rule over the closing of the allotment gate. Cllr Goff said that due to security concerns a padlock had been purchased with the intention to lock the gate but unfortunately due to various problems the gate had been removed from its hinges and both the gate and padlock were broken. He said that the gate should be closed, where possible, but not to inconvenience the plot holders who needed vehicular access to the allotments. He asked for the gate to be closed at night. Thanks were expressed to Lawrie Goff for cutting the grass and erecting ‘no parking signs’ on the Dorchester Road verges. Asked about the progress on the transfer of the Youth and Community Centre to the Upper Frome Valley Community Land Trust, Cllr Clements said that they were considering a response to the document received from Dorset County Council. Cllr Goff reported that some of the councillors would be attending a briefing session about the proposed warding arrangements for unitary councils and a full report would be given at the next meeting.

Cllr Goff had received a positive response from Frome Vauchurch regarding a combined Neighbourhood Plan with Maiden Newton. The Parish Council would support the Plan but would not administer it.

**The Chair declared the meeting open at 7.17 p.m.**

001/0618 Apologies for absence

County and District Councillor Jill Haynes

002/0618 No declarations of interest were received

003/0618 The Minutes of the meeting held on 3 May 2018

**RESOLVED:** The minutes were approved and signed as a correct record.

004/0618 Chairman’s report

Cllr Goff expressed the Council’s thanks Mr Richard Fox for voluntarily painting the village seats and Mr Pete Elliott for voluntarily repairing the allotment gate.

005/0618 Meetings and Courses attended by Councillors on behalf of the Parish Council

1. DAPTC Area Meeting – Cllrs Clements, Goff and Falkingham. The presentation had been circulated to the councillors for their information.
2. WATAG – Cllr Falkingham reported that the meeting was not attended by any County or District Councillors or representatives from the Railway, but had received apologies from GWR.

006/0618 Allotment report

Cllr Goff submitted his report following the 28th May inspection and said that the next allotment inspection would be 1st July. appendix i

07/0618 Great Western Railway grant

Following an application to the GWR Customer & Communities Improvement Fund the Parish Council had been awarded £30,000 plus £5,000 match funding from GWR’s Community Rail Project Funding budget for the installation of street lighting on the station approach. Ownership of the adjacent land was discussed. The Parish Council own the thin triangle of land between the junction of Station Approach and the footpath put in by the developer of the former Goods Yard and the village end of Station Approach. The ‘ransom strip’ was purchased to keep the access to the Village Hall open. The members discussed the positioning of the lights and would recommend to GWR that the lights be installed on the northern side of the road rather than disturb the pollarded trees above the play area, on the other side. A contract would need to be agreed by the Parish Council to enable GWR to project manage the scheme.

**AGREED:** To authorise Cllr Goff to sign the contract before the next meeting.

08/0618 DAPTC proposals

No proposals were put forward.

9/0618 Footpath representative

Mr Chris Slade was proposed for the coming year, grateful thanks were expressed for his past years work in walking and reporting problems with the footpaths.

**AGREED:** To appoint Mr Chris Slade

010/0618 Housing survey

Following councillors preferences, Cllr Falkingham asked to speak with the Housing Enabler and formulate a survey to suit the needs of Maiden Newton. **AGREED:** For Cllr Falkingham to prepare and submit a housing survey.

011/0618 Accounts 2017/18

1. The Councillors had received and read the 2017/18 Budget against Actual report appendix ii
2. The Councillors had received and read the Internal Audit report – appendix iii

**RESOLVED:** to agree and sign the document confirming the Accounting Statements for 2017/18 which was duly signed by the Chairman and by the Responsible Financial Officer.

**RESOLVED:** to write and thank Mr Gary Free who carried out the Internal Audit.

012/0618 Planning Applications

Following a discussion it was agreed that for WD/D/18/003205 5 White Horse Mews No OBJECTIONS WOULD BE SUBMITTED WD/D/18/001030 78 Dorchester Road NO OBJECTIONS WOULD BE SUBMITTED The following applications had been approved: WD/D/17002555 Chapel House Dorchester Road WD/D/18/000549 4 Kingsley Paddock WD/D/18/000467 5 Cattistock Road

013/0418 Accounts for payment

Magna Housing Ltd – Room hire £12.00 (100404) J Carver – Grass cutting contract £341.66 (100405) A Holloway – Clerk’s salary £446.00 (100406) DAPTC – Training course £30 (100407) L Baker Garden Care MUGA Contract £99.16 (100408) The National Allotment Society - Annual subscription £66.00 (100409) L Baker Garden Care Allotments £63.00 (100410)

014/0418 Risk Assessments monthly condition report

**AGREED:** Following the Junior Football Tournament, held on the Playing Field, a letter of congratulations on the success of the event would be sent.

Cllr Fox’s husband had offered to clear the weeds by the Millennium Stone. This offer was gratefully accepted.

The inspection checking sheets had been completed for each property risk and no action was required.

**Meeting closed at 7.55 pm. Date of next meeting July 5th 2018**

Appendix i

Allotment Inspection Report 28th May 2018

On the whole the allotments are in good condition but there are some problem areas which need attention, namely old compost heaps which are overgrown. A mechanical digger would be necessary to flatten them and make the ground easier to manage. The vacant plots have been strimmed. The pot holes in the tarmac have been filled with stones, by members of the Maiden Newton Allotment Association, which has improved the surface.

Letters have been drafted to following allotment tenants where their plots are in need of attention : 3, 10, 11, 17, 24, 40b, 56b &57a, and 59. With my knowledge, the Clerk has been in discussion with some of the plot holders regarding possible ending of tenancies and has been informed by some tenants of circumstances where the tenant has had difficulties in maintaining the plot section 4 of the 2017 Tenancy Agreement - *Consideration will be given to tenants with illness or other unavoidable absence for not giving full commitment to their allotment so long as the Parish Council is fully informed.*

The tenants of plots 21b and 18 were present at the time of the inspection and the condition of their plots discussed with them. I was assured by the tenants that action would be taken on both plots.

There have been white vans parked by the allotments on two occasions this week and one incident of an ATV driving around on the site. A heavy duty padlock has been purchased to deter unauthorised entry.

Cllr Alan Goff

Appendix ii

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| **MAIDEN NEWTON PARISH COUNCIL** | | |  |
| **BUDGET 2017/18** |  |  |  |
| **EXPENDITURE** | **2015/16 Budget** | **2017/18 Budget** | **Actual** |
| Playing field loan |  | 661.00 | 661.00 |
| Play area loan |  | 719.00 | 719.00 |
| Clerk's salary/PAYE |  | 5,435.00 | 5352.00 |
| Insurance |  | 1,500.00 | 1305.00 |
| DAPTC annual charge & LCR magazine |  | 404.00 | 369.00 |
| Audit Fee |  | 240.00 | 230.00 |
| Courses and Conferences |  | 1,000.00 | 215.00 |
| Small grants and donations |  | 500.00 | 0.00 |
| Grass cutting contract |  | 4,050.00 | 4096.00 |
| Maintenance/equipment - Play Area |  | 2,500.00 | 1185.00 |
| Maintenance - Playing field/MUGA |  | 8,618.00 | 16897.00 |
| Maintenance - Allotments |  | 1,000.00 | 247.00 |
| Maintenance - Village Hall car park/grounds |  | 250.00 | 0.00 |
| Maintenance - War Memorial |  | 0.00 | 0.00 |
| Maintenance - The Green |  | 0.00 | 0.00 |
| Maintenance - Other |  | 1,500.00 | 770.00 |
| Grant for Cemetery Maintenance |  | 650.00 | 650.00 |
| Hire of halls for Parish monthly and other meetings |  | 200.00 | 152.00 |
| Community Centre/Chilfrome Lane car park |  | 500.00 | 0.00 |
| Events - Summer holiday activities |  | 0.00 | 0.00 |
| Events - other |  | 0.00 | 72.00 |
| Professional Fees |  | 0.00 | 0.00 |
| Office costs (broadband, toner, stationery, stamps) |  | 600.00 | 1095.00 |
| Environmental Fund |  | 0.00 | 0.00 |
| **TOTALS** |  | 30,327.00 | **34015.00** |
| **INCOME** |  |  |  |
| Allotments |  | 1,300.00 | 1605.00 |
| Grazing |  | 900.00 | 327.00 |
| Bank Interest |  | 60.00 | 25.00 |
| Old Fire House Licence |  | 30.00 | 15.00 |
| VAT refund |  | 3,200.00 | 3989.00 |
| Playing Field and MUGA lettings |  | 60.00 | 107.00 |
| Floodlighting |  | 200.00 | 184.00 |
| Greenford School (for annual use of MUGA) |  | 250.00 | 350.00 |
| Grants (DCC and WDDC) |  | 327.00 | 327.00 |
| Donations |  | 0.00 | 291.00 |
| **TOTALS** |  | 6,327.00 | **7220.00** |
| Estimated Expenditure - Estimated Income |  | 24,000.00 |  |
| Precept/Council Tax Support Grant |  | 24,000.00 |  |
|  |  | 0.00 |  |

Appendix iii

**INTERNAL AUDIT REPORT of Maiden Newton Parish Council 2017/18 - on 15th May 2018.**

Comments and recommendations following the Internal Audit:

*Internal Control Objectives Required to be audited:*

**A**. Appropriate accounting records have been properly kept: YES – No Comments.

**B.** The Authority’s financial regulations have been met, payments supported by invoices, expenditure approved and VAT accounted for: - YES – No Comments.

**C**. The Authority assessed the significant risks to achieve its objectives and are reviewed: - YES - Risk Reviews in place, but, what are the councils “Objectives” ???

**D**. Budget Process adequate and was budget regularly monitored and reserves appropriate: - Yes – Budget in place and are now monitored on a regular basis.

**E**. All expected Income was received and banked and recorded and VAT accounted for: YES , although items of VAT totaling £137 still need claiming on next return.

**F**. Petty Cash properly recorded & supported by receipts, approved & VAT accounted for: - YES – but VAT could be claimed on some expenditure as the correct VAT receipts have been obtained, although this value is very small.

**G**. Employee Salaries and PAYE properly recorded – YES – No comments.

**H.** Asset Registers were complete and accurate and properly maintained – Yes – No Comments..

**I.** Bank Accounts reconciliations carried out – YES – No comments.

**J.** Accounting Statements prepared on the correct basis with appropriate audit trail: Yes – No comments.

**K**. Trust Funds – N/A

***Other Comments/Recommendations***

(1) NONE !!

Gary Free