**WINTERBORNE WHITECHURCH PARISH COUNCIL**

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**DRAFT MINUTES OF AN EXTRAORDINARY PC MEETING HELD**

**ON 26TH JULY 2023 IN THE OLD SCHOOL ROOM**

**PRESENT**

Cllrs Liam Deeney (Chair) (LD) Helen Hakimzadeh (HH) Ricky Trim (RT)

Julien Turner (Minute Taker) (JT)

**IN ATTENDANCE** 3 Members of the Public

**1. ITEM 1 – OPENING REMARKS BY THE CHAIR**

The Chairman stated that the main reason for this Extraordinary Meeting was to address a Planning Application and to take advantage thereof to deal with other urgent procedural matters following there now being No Clerk in Post

**2. ITEM 2 – APOLOGIES FOR ABSENCE**

Cllr Andrew Howard (Holiday) (AH) Cllr Angela Erkan (Work) (AE)

**3. ITEM 3 – DECLARATION OF INTERESTS AND DISPENSATIONS RELATING TO ITEMS ON THE AGENDA -**  There were None.

**4. ITEM 4 – APPROVAL OF PAST MINUTES 10TH MAY & 12TH JULY 2023**

Both sets of Minutes were unanimously Approved & Signed Off.

**5. ITEM 5 - PUBLIC PARTICIPATION ON AGENDA ITEMS**

Notification was given of the Clenston Church Fete on its revised date of 19th August and of The Fun in the Field Event on 23rd September (see also later for Grants)

**6. ITEM 6 – MATTERS ARISING FROM PREVIOUS MINUTES**

**SID Costs (12/7-13) –** SID £2595 + VAT (Morelock), New BH Post £966 + VAT, Two new Solar Panels £450 + VAT and One Additional Bracket £75 - which would lead to an extra SID & Post in a more useful position on Blandford Hill. Given the seriousness of speeding problem it was Approved by All.. **Action: AH**

**Jubilee Walk Barrier (12/7 -13)** Single Quotation for ££318=54 Approved following Nil Inputs from Contact with Local Builders nor from Social Media. **Action: JT**

**Overgrown Footpaths (109/23).** Eased by Harvest and DC obtaining Quotation for main valley path subsidence due to “danger”

**Redlynch Baby Seat 12/7 12.** Being vigorously pursued. **Action: LD**

**C Lovell 12/7 14.** Payment being checked before further Action. **Action: LD/JT**

**Flood Report 12/7 14. Ready by13 Sep. Action: LD**

**PCC (£950) (12/7 (13) & Fun in the Field (£1000) (109/23)** Approved by All.

**Action:LD**

**7. ITEM 7 – RE-ALLOCATION OF CLERK’S FUNCTIONS**

Applications for a new Clerk close at end of July - with Interviews planned by the HR Staffing Committee for 9th August. In the Interim it was necessary to cover the Clerk’s on-going Duties. Agreed by All - as follows:

**Web Site** – LD.

**Banking Signatories** LD had not yet got Full Signatory Powers but would be meeting with Lloyds Bank next week dependent upon timely receipt of a Resignation from the previous Clerk. This would then enable a Mandate for other Signatories - with Four being the ideal number (AH, HH & JT had all volunteered). **Action: LD**

**Current Separate Accounts.** For Sep Agenda – Planned to merge both No 1 & 2 Accounts for which there was now no need. **Action: JT**

**Agendas & Minutes.** JT to continue with proviso of prior Clearance with LD/HH and future Postings on Village Boards to be by the preceding Thursday. **Action: JT**

**Monitoring/Replying to E-mails**. LD (needs Computer transfer) **Action: AH/LD**

**Booking of Venues/OSR.** **Action: HH**

**Correspondence Replies.**  To be delegated as required. **Action: LD**

**PC Telephone.** HH / **Official Bank Address** – LD’s Home Address. **Action: HH/LD**

**Play Park. C**hange Details of Official Contact List. **Action: LD/JT**

**8. ITEM 8 – BUDGET REVIEW**

Whilst we had saved a lot during COVID, the recent one-off request to help the Village Hall had led to an Overspend against our Donations’ limit and there was now a need to increase it by £5000. There would be full Budget Review once the new Clerk was appointed. Agenda Item for Voting 13 Sep **Action. JT/LD/Clerk**

**9. ITEM 9 – TPO CONTINGENCY ORDER - CHARLOTTE CLOSE**

It was agreed that No Further Action was required to this Notification.

**10. ITEM 10 – CREATION OF A COMMITTEE FOR MAINTENANCE WORKS**

This was designed to help us maintain the Parish in better condition including those parts that would normally be a DC responsibility such as roadside verges and liaison where there was also Landowner involved. It would give better authority to make the necessary Approaches and would involve a Record of Works done. The Land Registry would need to clarify the Dorchester Hill boundaries to enable better liaison. LD was keen to take the Lead on this (supported by others such as RT & JT) - and to be put on Social Media. For FY 23/24 he asked for £500 to get started. This was approved by All. **Action: LD**

**11. ITEM 11 - CLEARANCE OLD FIELD GATE & SUB A354 DRAIN/DITCHES**

There was serious Risk to Property. It was proposed to write to DC to establish ownership of the Land & Ditch which were major impediments to water flow. This would enable the work to be carried out properly by the correct Party and hopefully with the Landowner’s co-operation. Approved by All. **Action: JT/LD**

**12. ITEM 12 – CORRESPONDENCE**

**T**here had been 3 Letters concerning Road Closures at Milton Abbas (Street Fair) and the Valley Road to Stickland (2-4/5th Augist) and liaison with the Voluntary & Community Sector (VCS). No further Action required.

**13. ITEM 13 – COUNCILLORS REPORTS**

(HH) Road Safety Committee Meeting had been held. There would be no Invitation to the Crime Commissioner to address the Public as attendance levels would be most uncertain. However there would be a later Mail drop to each Household to ask if there were any Objections to the intended Plans embodied in the Letters being now sent to key DC/Police Principals. This Was approved by All. **Action HH**

**14. ITEM 14 – FINANCIAL MATTERS INCL AGAR COMPLETION**

Any outstanding Actions such as All to Sign would be dealt with. **Action: LD**

**15. ITEM 15 – RESIDUAL HR MATTERS**

As mentioned also under ITEM 7 the Closing Date for Applications for a new Clerk would be end July with Interviews by the HR Staffing Committee on 9 August. (12/7– 8) Need to slim down SOs once new Personal Files available. Data Protection to be addressed. **Action: HR**

**16. ITEM 16 - PUBLIC PARTICIPATION ON AGENDA ITEMS**

**New Defibrillator Pads** would be ordered by S Pringle who continued to maintain them. The Invoice would be made out to WWPC.

**Planned Door Drop Leaflet** to all Households on Traffic Safety would be A4 due to wording balance. PC Cost of £40 approx was approved by All. Thanks were given to Ian Bruce for the enormous amount of work he had carried out. **Action: HH**

**17. ITEM 17 – DATE OF NEXT MEETING.** 13th September 2023 in the OSR at 7 pm

(Meeting Closed at 8pm)