**WINTERBORNE WHITECHURCH PARISH COUNCIL**

Beechmast, Whatcombe Lane, Winterborne Whitechurch DT11 0AG

**MINUTES OF MEETING OF WINTERBORNE WHITECHURCH PARISH COUNCIL**

**HELD ON THURSDAY 14TH DECEMBER 2023 AT 7 PM – IN THE OLD SCHOOL ROOM**

Present Liam Deeney (Chairman) Cllrs Helen Hakimzadeh (HH) Ricky Trim (RT)

 Julien Turner (Minute Taker also)

Members of the Public (MOPs)– 4

**0037 – OPENING REMARKS FROM THE CHAIRMAN**

The Chairman stated that this was an Extraordinary (unplanned) Meeting due to the recent resignation of two Councillors (Andrew Howard & Angela Erkan) and the Clerk (Lisa Thomas) – all of whom he thanked warmly for their service to the Parish Council and to our Community. This change would need re-allocation of Individual Duties (see below). The River was rising but the EA had advised that the Bench-marker was still some 2.5 M below the level that would cause river flooding to Properties (as opposed to water table levels). His Flood Report had been delayed (see also later). He reminded All that the PC was not responsible for River Flows – nor Dog Bins & Road Surfaces.

**0038 – APOLOGIES FOR ABSENCE**

Ward Cllr. Mrs Emma Parker had notified the Chair (due to Full DC Meeting).

**0039 – DECLARATION OF INTERESTS** (There were None)

**0040 – PUBLIC SESSION (On Agenda Items)**

In answer to query raised by a MOP, the payment for OSR Usage was in hand and normally requested twice per year. The Land Ownership details in the Flood Plan needed some amendment before it could be issued – and there were quite a few other comments for addressing before the Plan could go on the Web Sit for wider access

**0041 – MINUTES OF PREVIOUS MEETING**

The Minutes of the 8th November 2023 Meeting were approved & signed by the Chairman.

**0042 – RESIGNATIONS/REASSIGNMENT OF DUTIES TO INCLUDE HR COMMITTEE**

JT – to act as Agenda Producer & **Minute Taker** – and (subject to required Training ) would also do **SIDs** once the 2nd SID was in place on Blandford Hill (Chair was sending cheque immediately to enable that) – the Uprights were already in situ. DC has unilaterally removed the 30 mph Sign at bottom of Blandford Hill. **Action: LD/JT**

LD & RT – would share the **Play Park Duties.**

**HR Committee.** LD would now Chair, HH would remain – and JRT would join (but subject to next Meeting clarifying whether Cllr. Alan Holford- Walker would be a better selection).

 **(A full List of all current Duties is attached at the end of the Minutes).**

**0043/44 – JOB ADVERTISEMENT FOR NEW CLERK & TWO NEW COUNCILLORS**

The Job advertisement for a new Clerk would be posted forthwith on the PC Web Site and be forwarded also to DATPC for their Action - with an effective closure date of 19 January 2024. The Vacancies for two new PC Councillors would also be posted on the PC Web Site and on Face book. In the meantime the Chair would notify DATPC that he would act as Proper Office (PO) and Responsible Financial Officer (RFO) – and would thus hold the WWPC Computer to accord - with the Cabinet to follow shortly.  **Agreed by All.** **Action : LD/HH**

**0045 - STATE OF PROGRESS ON NEW BANK ACCOUNT & NEW SIGNATORIES**

**It was agreed by All** that the Chairman would cover interim Bank Account activities, noting that only One Signatory was needed (for cheques) to pay off urgent outstanding Bills, notably the Play Ground equipment. New paper-work for enabling new Signatories had been cleared with Ward Councillor and was now a Bank lead. **Action: Lloyds Bank & LD**

**0046 – PLANNING & LICENSING MATTERS – (Nil)**

**0047 – PUBLIC PARTICIPATION ON ALL MATTERS**

Chairman explained, in answer to One MOP query the outline process for new Applicants for the two current Cllr, Vacancies – and the obligatory Stand Down for All Cllrs. as part of the May 24 Election Process. (All details for both aspects are now on the web site). He was keen that as many Applicants should apply in the latter case - so that the whole Community felt that they had a real part in selecting their new Cllrs. This would probably entail a Door Drop to all Dwellings.

**0048 – ITEMS FOR/AND NEXT MEETING**

Next Meeting to be Weds 10th January 2024 in the Old School Room

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**REVISED COUNCILLOR DUTIES WITH EFFECT FROM 14TH DECEMBER 2023**

**Human Resources Committee** – Liam Deeney, Helen Hakimzadeh & Julien Turner – to be re-confirmed at the Jan 24 PC Meeting.

**Community Speed Watch Committee Report** – Helen Hakimzadeh, Julien Turner (Ian Bruce)

**Flood Control Report** – Liam Deeney

**Speed Indication Devices** – Liam Deeney, Julien Turner

**Transport & Highways** – Julien Turner

**Play Park** – Liam Deeney, Ricky Trim

**Fields Close** – Ricky Trim

**Trees & Footpaths** – Julien Turner

**Village Hall Liaison** – Helen Hakimzadeh

**Defibrillators –** Weekly Check by Mr Stephen Pringle **(Non Councillor)**