

# TOLLER PORCORUM PARISH COUNCIL

Chair Neil Farmer

Clerk Clare Smith

## DRAFT Minutes of the Annual Parish Council meeting

Wednesday 15 May 2024 7pm at Toller Porcorum village hall

### Present:

Councillor Neil Farmer (NF)

Councillor Peter Crabbe (PC)

Councillor Debbie Billen (DB)

Councillor Jane Curry (JC)

Councillor Steve Hodson (SH)

Councillor Helen Jones (CW)

### In attendance:

Clare Smith (Clerk)

In advance of the commencement of this meeting Councillors signed their declarations of acceptance.

#### 24/05-1. Welcome by Chairman and Annual report for 2023-24

NF thanked David Ennals, Jeremy Stavenhagen and Judy Miller for their service to Parish Council.

The Chair provided the report given at the Annual Parish Assembly 19 April 2024.

#### 24/05-2. Election of the Chair for 2024-25 and sign the acceptance of office

NF nominated for the position of Chair. NF accepted and signed the acceptance of office.

Proposed: HJ

Seconded: CW

Passed

#### 24/05-3. Election of the Vice Chairman 2024-25 and sign the acceptance of office

PC nominated for the position of Vice Chair. PC accepted and signed the acceptance of office.

Proposed: CW

Seconded: HJ

Passed

#### 24/05-4. To confirm appointment of new Clerk to Council and Responsible Financial Officer

Appointment of Clare Smith as Clerk and RFO confirmed.

#### 24/05-5. To receive apologies for absence

Dorset Councillor Neil Eysenck

#### 24/05-6. To receive declarations of interest or any grants of dispensations

None declared.

#### 24/05-7. Confirm arrangements for Register of Elected Members Interests and Expenses forms

Emails with dedicated links for each Councillor to be issued by the Clerk in the next 7 days. ROI must be complete by 30 May.

Details on completing an Election Spending form and where to send them were issued by the Clerk before the meeting.

#### 24/05-8. To approve the minutes of the Parish Council meeting held on 13<sup>th</sup> March 2024

The minutes of the previous meeting of the Parish Council were proposed and duly accepted as a true and accurate record of the meeting.

Proposed: PC

Seconded: HJ

Passed by Councillors present at March meeting

#### 24/05-9. Matters arising from minutes of the last meeting for information only

Nothing arising.

#### 24/05-10. Dorset Council report

No report due to absence of Dorset Councillor Neil Eysenck.

Clerk to the Council: Clare Smith

Email: [clerk@tollerporcorumparish.org](mailto:clerk@tollerporcorumparish.org)

Website: [www.tollerporcorum.org](http://www.tollerporcorum.org)

Signed by Chair: .....

Date: .....

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**24/05-11. To confirm that the Council is not eligible to use the General Power of Competence**  
Confirmed. The Parish Council, while having the requisite proportion of councillors having stood for election, does not employ a qualified Clerk and therefore is not eligible to hold and exercise the GPC.

**24/05-12. To review and reaffirm the following documents: Standing Orders, Financial Regulations and Code of Conduct**

The policies have not changed since the last review in May 2023; the above policies were reaffirmed.

**24/05-13. To confirm the Roles and Responsibilities for the coming year**

- i. Finance Working Group (minimum 3): NF, PC, JC, HJ and Clerk
- ii. Recreation Ground Working Group (minimum 3): SH, DB and CW
- iii. Highways rep: HJ
- iv. Environment including Rights of Way rep: CW
- v. DAPTC rep: NF
- vi. Community rep (including Church and Village Hall): DB
- vii. Planning rep: PC
- viii. Emergency Planning rep: PC and CS as clerk
- ix. Ammonite Patient Participation Group rep: CW
- x. Bank signatories: NF and PC (no change), David Ennals to be removed  
ACTION: Clerk to remove David Ennals as bank signatory

**24/05-14. Finance and Procedures**

**i. To confirm the Annual Insurance renewal 2024-25**

Renewal received for £595.56, 1 June 24 – 31 May 2025 and agreed in principle. A query regarding assets needs to be investigated before payment is made.

ACTION: Clerk to investigate query with insurer before payment.

**ii. To note the receipts and payments made**

Payee	Detail	Amount
DAPTC	Annual subscription	£30.00
Hugo Fox Ltd	Website hosting	£11.99
Michele Harding	RFO support	£166.16
Debbie Wiltshire	Internal audit	£55.00
Starboard Systems	Scribe accounting software	£216
Hugo Fox Ltd	Website hosting	£11.99
<b>Receipts</b>		
HMRC	VAT reclaim	£773.20
Dorset Council	1 <sup>st</sup> installment of precept	£3875.00

Bank on 13 May 2024: £17,212.19

**iii. To review the Parish Council bank mandates for DD or SO**

All DD and SO payments reviewed. No changes required.

**iv. To review the Risk Register and Asset Register**

Risk Register reviewed and noted.

Asset Register needs updating with Recreation ground and equipment.

ACTION: Clerk to update Asset Register for July meeting.

**NOTE:** Agenda item iv agreed on block

Proposed: PC

Seconded: CW

Agreed

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**NOTE:** Agenda items 24/05-14 v – viii agreed on block

Proposed PC                      Seconded CW                      Agreed

**v. To note conclusion of internal audit and internal auditor's report**

Internal audit completed and report received: no matters raised.

**vi. To confirm the Certificate of Exemption 2024-25 – expenditure below £25,000**

**vii. To approve the Annual Governance Statements 2023-24**

**viii. To approve the Accounting Statements 2023-24**

All points (1-8, 9 not applicable) noted and understood by Council.

**ix. To agree meeting dates for the municipal year 2024/25**

Error on Appendix G noted: APCM for May 2025 should be listed as 14 May and not 15 May.

Meeting dates agreed.

ACTION: Clerk to update meeting dates on TPPC website.

**24/05-15. Planning - to consider any planning applications in circulation and any other planning matters**

P/VOC/2024/01700 – Sewage works Toller Lane construction of temporary new access (with variation of condition 6 of planning permission. P/FUL/2023/06834 - to amend biodiversity mitigation timescale. Confirm no objection.

P/Hou/2024/02008 – The Old Swan DT2 ODH. Erection of three bay replacement garage/workshop. Confirm no objection.

No new applications to consider.

**24/05-16. Highways - to consider any highway matters**

**i. Flood Gauge – Toller Lane**

Request at APA in April for depth gauge due to residents getting stuck when driving through. Council previously investigated a gauge but they are not used by Dorset Council Highways because of inaccuracy. Advice to residents is if the curbs cannot be seen it is too deep and an attempt to drive through should not be made.

No action to be taken.

**ii. Flooding on Toller Lane update**

Various meetings have been held with Environment Agency and Dorset Council following written support from Chris Loder MP. Issue remains with Watery Lane bridge abutment collapsing; landowner informed by Council and has stated someone will investigate. As there is no danger or risk to property Environment Agency are unwilling to step in.

**iii. Powerstock Bridge update**

National Highways, responsible for bridges across the country, including old railway bridges, gave a presentation to Parish Council at meeting held 10 January 2024. National Highways recommended the bridge be taken down and the road level be raised to prevent flooding.

Parish Council voted to agree with the recommendation at the January meeting.

National Highways' recommendation requires ministerial approval and in identified cracks are being monitored.

**iv. Grass height at Toller Lane turning on to A356**

Turning has become very dangerous due to grass height. All Councillors encouraged to report issue on Dorset Council website.

ACTION: HJ to report.

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**24/05-17. Environment - to consider environment issues including Rights of Way/Footpaths matters**

**i. Steps on footpath near Kingcombe Road, near Northover Farm**

Request at APA in April for steps on footpath due to slope becoming dangerously slippery because of mud. Parish Council made an enquiry to Dorset Council on Monday 22 April and steps were complete by Wednesday 24 April.

**ii. Trailway to Maiden Newton update**

George Sartin is keen to see the trailway open all the way to Maiden Newton. George already owns some parts of the trailway and is prepared to buy more land parcels. Walk and talk meeting to be arranged with representatives from Dorset Council, Maiden Newton PC, George Sartin, NF and CW to discuss next steps.

ACTION: NF to arrange walk and talk.

**24/05-18. Budget**

It was not made clear that an election for Parish Council would come at a cost to Council itself. As a result, there has been no accommodation made in the budget for election costs. Amount due is unknown at this time and, if considered reasonable, will not be challenged and will be paid from reserve funds.

**24/05-19. To review Action Plan and consider specific works for 2024-25 as detailed in Action Plan**

Councillors reviewed and approved Action Plan and noted difficulty in signing Armed Forces Covenant and ICO data subscription due in June.

**24/05-20. Support for new Councillors**

NF asked that all Councillors go on new councillor training and other training modules recommended in the Induction Pack.

ACTION: Clerk to send link to DAPTC training courses for new councillors.

ACTION: All Councillors to inform Clerk of sessions they would like to attend.

**24/05-21. To receive any correspondence received for noting.**

**i. Verbal request via telephone for memorial bench on trailway**

An ex-resident has made the request. A bench would need landowner permission and Council would be responsible for costs, adding bench to Risk and Asset Registers and responsible for upkeep and repairs. NF sought advice of George Sartin who suggests a plaque on Les' Shelter on trailway. Council agrees this is a good compromise. No further action required at this time.

**ii. Bus shelter and grit bin request**

Powerstock and North Poorton Parish Council have requested a bus shelter at the junction of Higher Kingcombe Road and Common Road and a grit bin on Common Road. Both locations are within the parish boundary of Toller Porcorum. Parish Council has already declined to support the installation of a Bus Shelter but awaits further correspondence relating to the location of a grit bin.

**24/05-22. To confirm arrangements for Parish Council meeting in July**

Meeting to be held Wednesday 10 July 2024.

Meeting closed at 8:34pm