

# Toller Porcorum Parish Council

## Minutes of the Parish Council meeting held on 10<sup>th</sup> May 2017 At Toller Porcorum Village Hall

### Present:

Cllr D Ennals (Chair)

Cllr A Carstairs (Vice Chair)

Cllr J Miller

Cllr J Stavenhagen

In attendance:

Mrs K Sheehan (Clerk)

Cllr C Baker

Cllr D Billen

### 480. Election of the Chairman and signing of the Declaration of Acceptance of Office

Cllr David Ennals was **proposed** as Chairman by Cllr Carstairs, **seconded** by Cllr Miller.

**RESOLVED**

### 481. Election of the Vice Chairman and signing of the Declaration of Acceptance of Office

Cllr Alex Carstairs was **proposed** as Vice Chair by Cllr Baker, **seconded** by Cllr Miller.

**RESOLVED.**

### 482. Apologies for absence

Apologies for absence were accepted from Cllr J Knowles and Cllr Haynes (WDDC). Newly elected County Councillors Keith Day and Ros Kayes also tendered apologies but hoped to make the next meeting.

### 483. Declarations of interest and grants of dispensations

None.

### 484. To approve the minutes of the meeting held on 8th March 2017 and sign the same

The minutes of the meeting of 8<sup>th</sup> March were **proposed** by Cllr Miller, **seconded** by Cllr Baker and duly **signed** as a true and accurate record of the meeting.

### 485. Matters Arising

\* Cllr Ennals confirmed he had collected two cones and three road signs which were now stored in Cllr Miller's tack room.

\* Clerk to chase Cllr Haynes for cabinet paper referred to in March ref CCG.

\* Cllr Baker reported he had collected old PC paperwork from the stable and disposed of some. Cllr Ennals agreed to assist with the remaining documents. Thanks were extended to Cllr Miller for providing storage over the years. Cllr Ennals reported that no decision regarding the beech hedge in Frogmore Lane had yet been reached, in part because any works to the hedge would need to wait until later in the year.

**Action: Clerk to update Asset Register re cones and signs. Cllr Ennals and Baker to finish rationalising PC archives.**

### 486. County Matters

None.

### 487. District Matters

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None.

## 488. To resolve to reaffirm the TPPC Standing Orders

**Proposed:** Cllr Carstairs

**Seconded:** Cllr Stavenhagen

**RESOLVED**

## 489. To reaffirm representatives of the following bodies:

- i. **DAPTC Area Rep** – Cllr Baker
- ii. **Village Hall Committee** – Cllr Miller
- iii. **Rights of Way Officer** – Cllr Knowles (if she is in agreement)
- iv. **Recreation Ground Committee** – Cllr Billen
- v. **Parish Emergency Contacts** – James Billen but with regret Paul Comer standing down.

Members discussed ways in which it might be possible to reduce the workload relating to Rights of Way – in particular everyone ‘adopting’ a route and reporting defects/issues to the Clerk/Rights of Way officer. Clerk could produce a leaflet with a ‘checklist’.

**Action: Parish Councillors to talk to friends and neighbours about possible adoption of routes around the village. Clerk to find a map of walks and routes in the area. For discussion at July meeting. Clerk to update Emergency Plan accordingly.**

## 490. Finance and Procedure

### i. To consider the receipts and payments due

| <b>Receipts</b> |            | <b>April-May 2017-18</b> |                |
|-----------------|------------|--------------------------|----------------|
| WDDC            | Precept    |                          | 2750.00        |
| WDDC            | LCTS Grant |                          | 16.50          |
| Total           |            |                          | <b>2766.50</b> |

| <b>Payments</b>     |                | <b>Voucher</b> | <b>Chq no</b> |                |
|---------------------|----------------|----------------|---------------|----------------|
| Staff               | Salary/mileage | 168            | bacs          | 326.51         |
| HMRC                | PAYE April/May | 169            | bacs          | 3.80           |
| Came & Co           | Annual Ins     | 170            | bacs          | 168.00         |
| Mrs M Harding       | Internal Audit | 171            | bacs          | 30.00          |
| Church Grass        | Donation       | 172            | 113           | 320.00         |
| Recreation Ground   | Donation       | 173            | 114           | 800.00         |
| Village Association | Donation       | 174            | 115           | 165.00         |
| Merriott PC         | 20% SLCC fee   | 175            | bacs          | 24.20          |
| D Billen            | Toller Times   | 176            | bacs          | 17.10          |
|                     |                |                |               | <b>1854.61</b> |

Cllr Billen noted that the receipt for Toller Times was incorrect as she had been given two by mistake. It was agreed to adjust July’s payment when correct amount determined and advised to the Clerk.

The payments were **proposed** by Cllr Carstairs, **seconded** by Cllr Miller and duly **AGREED**.

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## **ii. To note the conclusion of the internal audit**

Members noted the previously circulated detailed report of the internal auditor which raised no major issues of concern.

## **iii. To approve the Annual Governance Statements 2016/17**

## **iv. To approve the 2016/17 Accounts and Bank Reconciliation**

## **v. To approve the Accounting Statements 2016/17**

Items iii to v above were taken en bloc, **proposed** by Cllr Carstairs, **seconded** by Cllr Miller and duly **APPROVED**.

## **v. To consider quotations for the Council's insurance cover 2017-18**

The insurance cover was renewed for the coming year.

## **491. Planning**

### **i. To consider any planning applications in circulation**

No planning applications were currently in circulation. Members noted that permission had been granted for High View in the High Street.

## **492. Highways**

### **i. To receive an update on works to the fingerpost**

Cllr Stavenhagen reported that suitable paints were being obtained and that the sandblasting would commence shortly. He also noted the recent theft of the finial from the fingerpost at the corner of Barrowlands/Shatcombe Lanes, which he had reported to the police.

## **493. Follow up items from the Annual Parish Assembly**

Cllr Ennals thanked all involved for their contributions to the previous evening's APA as well as for their year-round efforts.

Some discussion took place regarding points raised by Cllr Stavenhagen and Andrew Martin (DCC Highways). It was noted that some works had taken place today in Barrowlands Lane. Cllr Stavenhagen stated he would review outstanding defects after this work was complete. The Council would be inspecting the passing places in due course. Over all it was felt that the response to the issues raised by the Parish Council was unsatisfactory and issues would continue to be monitored and pursued where necessary. Cllr Miller felt that next year it would be worthwhile consulting members of the public through Toller Times as to which speakers they would like to hear from. Some adjustment to day of the week or time could also be made to improve attendance.

**Action: Clerk to draft a letter of thanks to Keith and Rachel Miller for their assistance with the APA. Cllr Ennals to deliver flowers to say thank you in person. Clerk to chase up response from Blair Turner on large vehicle signage on entry points to village. Cllrs Stavenhagen and Ennals to measure depth of potholes.**

## **494. To receive an update from the Playing Fields Association regarding the management of the Recreation Field**

Cllr Billen reported on the two options outlined by Fields in Trust, previously circulated to members and associated costs, both estimated to be in excess of £2000. After some

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discussion it was felt that the costs, which didn't include taking independent legal advice, could be prohibitive. Members of the Parish Council agreed that if it were deemed to be appropriate, they would all become Trustees of the Rec Field and hold a short meeting after the closure of the PC meetings twice a year.

**Actions: Clerk to consult DAPTC about this proposal and to organise change of interest forms for July meeting. Cllr Billen to contact Cllr Knowles about this proposal.**

## **495. Correspondence**

No queries raised.

## **496. Date of the next meeting**

The next meeting was set for Wednesday 12<sup>th</sup> July, 7pm, Toller Porcorum Village Hall.

**The meeting closed at 20.40.**