

# **FROME VALLEY PARISH COUNCIL**

Minutes of the Annual Parish meeting held in the Savill Hall, Cattistock on Monday, 13<sup>th</sup> May 2019 commencing at 7.00 pm, followed by the Annual Parish Council meeting.

## **Present**

Cllr Palmer (Chair)	Cllr Stovin
Cllr Mitchell	Cllr Tosswill
Cllr Sennett	Cllr Harpur
Cllr Browning	Cllr Kilby
Cllr Lashbrook	

## **In Attendance**

Mrs K Sheehan (Clerk).

## **ANNUAL PARISH MEETING**

### **19/013. Welcome from the Chair**

Cllr Palmer welcomed everyone to the meeting.

### **19/014. Approval of the Minutes of the 2018 Annual Parish Meeting**

The minutes were reviewed and approved.

### **19/015. Democratic Period**

No issues raised. Cllr Palmer closed the meeting.

## **ANNUAL PARISH COUNCIL MEETING**

### **19/016. Election of a Chairman, other officers, committees and representatives**

Cllr Palmer for Chair, proposed by Cllr Mitchell, seconded by Cllr Browning, all in favour.  
Cllr Mitchell for Vice Chair, proposed by Cllr Palmer, seconded by Cllr Sennett, all in favour.

Leads in the following areas were appointed:

Planning – Cllr Mitchell

Rights of Way – Mr Mike Gardiner

Transport – Sally Falkingham (if happy to continue)

HMS Cattistock – Mr Stuart Kilby

DAPTC – Cllr Palmer

Community Space working group – Cllr Palmer from the Parish Council plus 3 members of public

### **19/017. Co-option of Councillors**

Following the election (uncontested) there were 2 vacancies for Cattistock, 1 for Frome St Quintin and 1 for Chilfrome. Mr Simon Tosswill, previously a Parish Councillor for Chilfrome asked to be considered for this vacancy and was duly proposed by Cllr Browning, seconded by Cllr Mitchell and co-opted. The declaration of acceptance of office was signed.

### **19/018. General Power of Competence**

A proposal to confirm that FVPC meets the criteria for the GPC was received, also a resolution to adopt and exercise the GPC.

**Proposed: Cllr R Kilby**

**Seconded: Cllr Ben Sennett**

**RESOLVED**

### **19/019. Apologies**

Apologies were received from Mr Mike Gardiner, Rights of Way Liaison Officer, and Cllr Tony Alford (Dorset Council).

**19/020. Code of Conduct and Declarations of Interest**

None received.

**19/021. Minutes of the Previous Meeting**

Minutes of the last meeting held on 25<sup>th</sup> March 2019 had been previously circulated and were unanimously approved and signed by the Chair.

**Proposed: Cllr Stovin**

**Seconded: Cllr Kilby**

**RESOLVED**

**19/022. Matters arising from Last Meeting**

The Clerk reported that she was liaising with the Cattistock website team regarding the proposed migration of FVPC information onto the main village website and would keep the council updated.

**19/023. Community Space**

*a. To receive an update on the Community Space*

Members considered an update which had been circulated before the meeting from Ian Gregory.

*b. To receive the quarterly inspection report from Ken Hussey*

Report from the Playground Inspector was circulated and noted. Most previously agreed works now completed.

*c. To consider a proposal to install a boules court at the Community Space*

Members received details of a proposal from Ian Gregory, and quotes for the installation of a boules court at the Community Space. Separate contractors were considered and agreed as follows, subject to final confirmation that all funding was in place:

- Gregory Landscapes for the Boules court and concrete base
- Ken Hussey for the equipment move
- Phil Evans for the bench

The Clerk was asked to liaise with Ian Gregory about funding, VAT (if applicable) and obtain final confirmation of funding – it was presumed funds, although amounts unknown would be coming from the recent Tesco Bags of Help campaign, and hopefully the CCF.

**19/024. Financial & Procedural Matters**

*a. To consider the report of the Internal Auditor for 18/19*

Members received the report of the Internal Auditor which stated that the council’s accounts were in good order.

*b. To approve the Annual Governance Statements for 18/19*

**Proposed: Cllr W Lashbrook**

**Seconded: Cllr B Sennett**

**RESOLVED**

*c. To approve the Accounts and EOY Bank Reconciliation for 18/19*

**Proposed: Cllr W Lashbrook**

**Seconded: Cllr B Sennett**

**RESOLVED**

*d. To approved the Accounting Statements for 18/19*

**Proposed: Cllr W Lashbrook**

**Seconded: Cllr B Sennett**

**RESOLVED**

*e. To authorise payments for goods and services since last meeting, including insurance renewal for 19/20*

The following receipts were noted and payments approved:

<b>Receipts</b>		<b>Apr/May</b>
Dorset Council	Precept part 1	£ 5,650.01
		<hr/>
		<b>£ 5,650.01</b>

<b>Payments</b>		<b>Voucher</b>	<b>Chq</b>	<b>Amount</b>
<i>M B Sennett</i>	<i>Reissued cheque</i>	<i>CA058</i>	<i>100739</i>	<i>£ 7.78</i>
Staffing	Salary/Expenses	CA059	100737	£ 688.95
DAPTC	Annual Subs	CA060	100738	£ 246.41
K Hussey	Quarterly Inspection and works to CS	CA061	100740	£ 334.22
Came and Company	Insurance renewal 2019-20	CA062	100741	£ 926.07
M Harding	Internal Audit fee	CA063	100742	£ 60.00
				<hr/>
				<b>£ 2,263.43</b>

*f. To reaffirm Standing Orders*

*g. To reaffirm Financial Regulations*

F. and G. above duly reaffirmed.

*h. To review Code of Conduct and possible update*

Current Code of Conduct reaffirmed, but to be updated for consideration at July meeting.

*i. To review bank mandate*

No changes required.

**19/025. Development Applications**

*a. Planning Applications currently in circulation:*

None. Queries were raised over progress of application relating to Home Farm, Chilfrome.

*b. To note development decisions received since the last meeting:*

i. 18/002957 & 6 Metford Mill – approved

ii. 18/02767 – Frome House - approved

**19/026. Correspondence**

The following matters were discussed:

*a. Matters discussed or raised with the Clerk*

- Request from Daptc re unfinished DCC/WDDC projects – Clerk asked to flag up Back Lane.

*b. To note action on other correspondence received since the last meeting*

- Various emails circulated to members
- Enquiry relating to Cattistock Lodge passed on to most likely contact

**19/027. Other Relevant Information**

- Two remaining vacancies for Cattistock; one for Frome St Quintin. Interested parties to contact Clerk in first instance.

**19/028. Arrangements and items for the next meeting**

The next meeting was agreed for Monday 29<sup>th</sup> July 2019 at 7pm in the Savill Hall.

Items for the agenda to be advised to the Clerk 7 days prior to the meeting date.