

Iwerne Courtney & Stepleton Parish Council Meeting Minutes (Annual Parish Council Meeting)

Date: 18 May 2022

Venue: Shroton Village Hall

Present: Cllr Hewitt, Cllr Sullivan, Cllr Gredley and Cllr Barrett

In attendance: 1 Parishioner

Agenda Item	Discussion Points	Action
<p>1. Election of the Chairman of the Parish Council</p> <p>2. Apologies</p>	<p>Cllr Sullivan was duly elected as the Chairman of the Parish Council for 2022 – 2023 proposed by Cllr Hewitt and 2nd Cllr Barrett) and agreed by the council member present unanimously.</p> <p>Dorset Councillor Somper</p>	<p>Clerk – Acceptance of Office completed for Dorset Legal & Democratic Office</p>
<p>3. Minutes of Previous Meeting</p>	<p>The Minutes of the meeting held on 20 April 2022 having been previously circulated, were agreed and duly signed by the presiding Chairman, proposed by Cllr Gredley and seconded by Cllr Barrett.</p>	
<p>4. Chairman's announcements</p>	<p>No announcements for this meeting.</p>	
<p>5. Declaration of Interests</p>	<p>None received.</p>	
<p>6. Matters Arising</p>	<p>a. Cllr Sullivan advised the council that Simon Parker (Community Led Housing Enabler) will join the council meeting 15 June 2022 to discuss whether there were any potential opportunities or interests for affordable homes schemes in the Parish.</p> <p>a. Cllr Gredley advised the council that the road marking (access protection) at the community library, Main Street, Shroton had been completed. Cllr Sullivan thanked Cllr Gredley for the efficient coordination of this work. The 'no parking' sign to remain on the library door.</p> <p>b. Clerk enquired as to the progress by the council, of her reviews and updates of the Parish Council orders and statutory papers. Council further requested to review council documents by 12 June 2022. Financial Regulations will be taken at the July 2022 meeting on discussion of points raised by Cllr Sullivan.</p> <p>c. Clerk advised the council that the grass cutting operative had been informed of reports of unsatisfactory mowing on the Glebe. Arrangements in hand for grass cutting of the Glebe before HM Queen Jubilee celebrations.</p>	<p>Cllr Sullivan</p> <p>Finance matter 10G refers</p> <p>Cllr Gredley, Cllr Gibson Fleming and Cllr Barrett for June 2022</p> <p>Clerk</p>

<p>6. Democratic Period: a. Dorset Councillor Somper b. Public & Parish Council</p>	<p>a. Dorset Councillor Somper - Cllr Somper's Annual Ward Report 2022 disseminated to the council prior to this meeting. No matters taken for discussion. b. Public and Parish Council Participation - Mrs Helen Christmas expressed an interest in joining the Parish Council. Mrs Christmas advised to write to the Chairman of the Parish Council expressing her interest for joining the council. Cllr Barrett asked the council's opinion of a community orchard for a designated area of the Glebe.</p>	<p>Clerk action on receipt of letter of interest Clerk – agenda June 2022</p>
<p>7. Correspondence</p>	<p>Emails received by the Clerk for statutory matters and council business are sent onto the Council by the Clerk and itemised for discussion at the next council meeting.</p> <p>a. Dorset Council Planning Update for Town and Parish Councils – no further action b. Cllr Hewitt received a request (village Jubilee organisers) for council members to be involved in Jubilee jobs for the village celebrations. c. Clerk's email round ups sent between 21 April – 15 May 2022 acknowledged by council members at this meeting.</p>	<p>Clerk – nil response to Dorset Council Council involved in Jubilee projects</p>
<p>8. Parish Council Representatives</p>	<p>Parish Council Representatives – Councillors to advise on areas of representation as appropriate or discuss matters pertinent to representative role: Play Area Report</p> <ul style="list-style-type: none"> • Cllr Hewitt – reported the installation of astro turf and wood preservation treatment of play area equipment had been completed. Spare preservative to be kept for future treatment by Cllr Hewitt. • Cllr Hewitt – installation of new swing apparatus completed. • Cllr Hewitt – refurbishment project signage – costs for notices to be taken June 2022 • Cllr Hewitt – Playground inspection date to be confirmed.. <p>Parish Footpaths and Bridleways – No report for this meeting Parish Council Website Development –</p> <ul style="list-style-type: none"> • Cllr Barrett requested to contact DAPTC and resurrect the 'aubergine' initiative for a new Parish Council website. Cllr Barrett informed the council that the need for individual email addresses was an unnecessary expense for the council. Cllr Sullivan suggested a date in early October 2022 for community led administration of www.shroton.org to cease. Potential for the new Parish website to be led by the new Parish Clerk. <p>Dorset Council Highways</p> <ul style="list-style-type: none"> • Cllr Gredley reported on the 'walk around' of the Parish roads 25 April 2022. The proposed schedule for re-surfacing work within the village and surrounding roads during 2022 – 2023 required was discussed, particularly in light of the consultation notice for micro-asphalt surface treatment works of the Glebe between 30 June – 8 August 2022. <p>The Glebe matters & Glebe trees (inc. Parish Trees)</p> <ul style="list-style-type: none"> • Cllr Sullivan confirmed local inspection of Glebe trees in May 2022. <p>A350/C13 Community Action Group (CAG) - No action or report for this meeting DAPTC</p>	<p>Cllr Hewitt Clerk for property/assets record Cllr Hewitt Cllr Barrett Job description and interview considerations Cllr Gredley update June 2022 Clerk for website and SL</p>

	<ul style="list-style-type: none"> • Clerk advised the council of the additional dates for New Councillor training in email roundups sent up to the date of the meeting. Clerk to book training course for new Chairman, identify dates for Planning training (Cllr Hewitt) • Clerk recommended retaining the email address iwernecourtney@dorset-aptc.gov.uk at this time and the larger storage option of 5GB. Council agreed to the additional cost £39 and to note additional for Precept consideration 2023 – 2024. 	<p>Council members -training dates. Clerk - new Chairman and Planning training Clerk - DAPTC requirement for larger storage option</p>
<p>9. Parish Council Projects</p>	<p>Village Projects</p> <p>a. HM Queen Platinum Jubilee updates Cllr Hewitt – comprehensive updates being provided and displayed locally by Jubilee organisers. Clerk assured that the risk assessment(s) and Public Liability insurance document for the proposed Glebe activities as planned by the celebration organisers would be forthcoming. The events are taking place on Parish Council land. Cllr Barrett – reported that the Glebe flower display was well in hand and receiving support from the community. This will be a temporary display on the Glebe. Clerk – advised that the St Mary’s Church flower team well briefed as to collective creative displays for the church. Small village children provided with materials to create their own decorations for their ‘white tree’ (in the Church) to commemorate HM Queen Platinum Jubilee.</p> <p>b. Community recycling matters update – Not taken at this meeting</p> <p>c. Village Traffic Calming Project - Not taken at this meeting.</p>	<p>Clerk - Parish Council insurance condition with BHIB - 19 May 2022</p>
<p>10. Finance Matters</p>	<p>a. AGAR Certificate of Exemption 2021 – 2022 signed by the Chairman and RFO.</p> <p>b. AGAR Section 2 Accounting Statements 2021 – 2022 signed by the Chairman and RFO.</p> <p>c. Council advised of BACS Remittance Advice – 1st Precept instalment £2865.</p> <p>d. Council approved payment to BHIB Local Councils Insurance renewal £542.43.</p> <p>e. Chairman and RFO signed Fixed Assets & Property Log – revised after play area swing installation May 2022.</p> <p>f. Council approved payment to Iwerne Valley Lawn Maintenance – Glebe grass cutting 30 March and 21 April 2022 £90.</p> <p>g. Council approved payment to Mr. J Gredley for coordinating and ordering the ‘access protection marking application’ for the Community Library access £208.50</p> <p>h. Council approved payment to J Mustey for preservative treatment of the new play area equipment and associated work £650.</p> <p>i. Council approved payment to Active Garden Ltd £1,571 for new swing, installation and associated costs for work not completed at the time of the play area equipment installation in October 2021.</p> <p>j. Council approved payment to DAPTC annual subscription May 2022 – May 2023 £138.08.</p> <p>k. Record of expenditure to 18 May 2022 to be signed by Chairman for RFO retention.</p>	<p>Clerk – AGAR completion</p> <p>Clerk – 6 cheques dispatch</p> <p>Clerk to DAPTC for upgrade of Clerks storage 5GB and retention of DAPTC email address £39</p>

11. Planning Matters	a. No planning applications tabled at this meeting.	
12. Other Matters	<p>a. The council discussed the process for advertising the Parish Clerks job on the resignation of Mrs. E. Kingsbury in July 2022.</p> <ul style="list-style-type: none"> • Clerk to produce advertisement for submission to DAPTC for advertising. • Clerk to request template 'application form' from DAPTC. • Clerk to produce Job Description for advertisement. • Clerk to provide link information for June 2022 Shroton Lines to the vacancy advertisement on the DAPTC website. • Cllr Sullivan suggested closing date for advertisement 2 days before June 2022 Parish Council meeting. • Clerk to provide Cllr Sullivan with copy of her Employment Contract, HMRC (PAYE) account and current NALC National Salary Award papers. • Council to organise interviews for the vacancy. • Clerk to be instructed on sending invitation to successful candidate to join the July 2022 meeting. • Clerk to be instructed to organise handover meeting(s) with Cllr Sullivan and successful applicant as the Parish Clerk. 	<p>Hand-over check list for council business – email folders and Clerk's information files</p>

The presiding Chairman declared the meeting closed at 8:30 pm

Presiding Chairman
Iwerne Courtney & Stepleton Parish Council

Date.....

LK 19/05/22