

DOLTON PARISH COUNCIL

MINUTES OF THE MEETING HELD ON MONDAY 9th APRIL 2018 **IN DOLTON VILLAGE HALL at 7.30**

PUBLIC SESSION :

Thanks and congratulations were expressed to the Parish Council for successfully completing the car park, particularly to the Cllrs who had put in many hours over a great number of years. Particular thanks were expressed to the Chair, who had successfully negotiated the purchase of the land to make the car park a reality.

Thanks were also expressed to the Chair and Ward Cllr Lock for the loan of a quad to enable the gritting work during the snowy weather.

Thanks also to Mr and Mrs O'Sullivan for storing the road salt.

A request was made to inform the designer of the rails at Stafford Way that parking was still possible because of the spacing. Cllrs agreed to contact C.Cllr A Saywell so that he could forward the comment as appropriate. A suggestion to add bollards was made.

PRESENT:

Cllr Lock (Chair), Cllrs Dunn, Giles, Haynes, Martindale, Rendell, Rolls and Walker.
Clerk L Morris;
Also in attendance Ward Cllr R Lock
4 members of the public.

DECLARATIONS OF INTEREST:

Members were invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have in any items to be considered at this meeting:

- Cllr Lock in matters related to the Village Hall
- Cllr S Martindale: personal interest arising from a shared boundary with the Acorn Farm Lodges' site.

1 (18/19) APOLOGIES FOR ABSENCE:

Cllr M Grigg had sent apologies.
C.Cllr A Saywell had also sent apologies.

2 (18/19) MINUTES:

The Draft Minutes of the Parish Council meeting held on Monday 5th March 2018 had been circulated. The Minutes were agreed by all to be correct and signed as a true record. The Part II Minutes were also approved and signed.

3 (18/19) MATTERS ARISING

The Actions list was reviewed and updated.

4 (18/19) CLERK'S REPORT:

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There were no items to report not otherwise on the agenda.

5 (18/19) CORRESPONDENCE:

The list of correspondence received was reviewed.

Ref	Date	Correspondent	Content	Action
1/1	6/3/2018	Elan City	Radar Speed Sign Offer	Agenda item next mmeeting
1/2	16/3/18	DCC	Funding news for Flood Resilience	
1/3	2/3/18	PKF Littlejohn	Audit Information/email links	
1/4	29/3/18	Torr ridge	New Garden Waste Service	
1/5	March	SLCC	The Clerk Magazine	

6 (18/19) TO CONSIDER FINANCIAL MATTERS

a) The proposed payments were scrutinised and approved for payment.

Payee	Item	NET	VAT	TOTAL	Cq
Sam Raymont, Switched On Electrical	Car Park Lighting	533.8	106.76	640.56	1045
Dolton & Dowland Village Hall	March Hire	10		10	1046
Torr ridge District Council	Payroll Service	115	23	138	1047
South West Water	Football Club	10.83		10.83	1048
Jackson Plumbing & Heating	Repair Toilet in Square	79.5		79.5	1049
Mr D Lock	Grass Cutting	242.41		242.41	1050
Linda Morris	Home Office	10		10	1051
Mr M Lock	Car Park work and Caretaking	195		195	1052
Mr M Lock	Reimbursement of Supplies	68.41	2.12	70.53	1053
Mr N Walker	Reimbursement of Plants	127.75	25.55	153.30	1054
Albion Plants	Plants for Car Park	237.50	47.50	285.	1055
		1630.20	204.93	1835.13	
Mr A Haynes	Reimbursement of cost of refreshments from car park opening ceremony	33.29	6.66	39.95	1056
D&D Village Hall	Donation for contribution for car park opening ceremony	100	0	100	1057

It was agreed that two further payments would be made, as listed above. It was unanimously agreed that the donation to the Dolton and Dowland Village Hall be made, in recognition of the loss of the usual Friday Coffee Morning because of the car park opening ceremony.

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The Payments were checked by Cllr Haynes. Cheque payments were proposed by Cllr Rendell and seconded by Cllr Rolls. Cheques were signed by Cllr Giles and Cllr Dunn.

b) Receipts were reported:

a) RECEIPTS:		
Name	Item	Total
T Mardon Rock Choir	Donation for planters	25
I Phillips	Donation for planters	50
D&D Village Hall	Donation towards PAT testing	72

c) Statement of Accounts. The Clerk presented the statement of accounts with bank reconciliation.

Balance at bank 26/3/18 (February accounts)			
Current Ac sheet 170+ Mini Statement at 26/3/18	7,065.22		
Reserve Ac sheet 64 + Mini Statement at 26/3/18	1,149.63		
95 Day Ac sheet 48 to 15/3/18	41,482.36		
Less un-presented cq at 26/3/18	4,521.47	cq no	amount
		1042	10.00
		1044	4,511.47
Plus un-cleared credits at 26/3/18	0		
Total Balance at bank at 26.3.18	45,175.74		
Cash Book			
Opening Balance from accounts at 30/9/17	63,336.47		
Less payments in year to 31.3.18	72,468.50		
Plus receipts in year to 31.3.18	54,307.77		
Closing balance per cash book at 31.3.18	45,175.74		
Variance	0.00		
Funds at 31.3.18			
General Account	35,928.11		
Community Car Park	9,247.63		
Air Ambulance Landing Site	0.00		
Total funds at 31.3.18	45,175.74		

d) Any other financial matters

Management of bank accounts.

A tabled note was read and discussed. One cheque had been returned unpaid because insufficient funds were available in the Current Account. Sufficient funds were available, but were in other accounts. Due to the delay in receiving Statements, 'real time' monitoring of

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the account had been impossible. Online banking is not possible if the Clerk is not a signatory. The bank will not interact in any way with any individual who is not a signatory.

Two Cllrs had gone to the bank and arranged transfer of funds from the Reserve account, enabling the unpaid cheque to be paid. The Clerk had written to the Standards Committee asking for procedural support for the Parish Council, enabling more effective processes: this problem is not unique to Dolton – other Clerks have reported difficulties in managing the bank. A reply has been received from the Standards Committee but as yet no help or guidance had been offered, but the matter is being considered.

The Clerk will sign a Parish Council document to confirm that she will not sign cheques. Furthermore, if online movement of funds or online transactions are required, then two other signatories on the account will sign an authorisation for her to manage the transactions.

The Clerk read out the resolution from the bank's signatory documents. It was resolved that the Clerk will be made a signatory on the account, with an internal arrangement whereby she never actually signs a cheque. This will enable her to interact with the bank and manage the accounts online. The bank forms to add a signatory were signed by the Chair and the Vice Chair.

7 (18/19) TO CONSIDER PLANNING MATTERS

- a) Applications to consider – none.
- b) Applications granted – 1/1288/2017/FUL Aller Cottage Barns
- c) Applications withdrawn – none
- d) Applications refused – none
- e) Any other planning matters:
 - i) Acorn Farm Lodges Licence Application.
Ward Cllr Lock re-affirmed that the Acorn Farm Lodges Licence Application had been received, with a deadline of the end of April. It was noted that both the Parish Council and individuals had written to the owners of the site, but no replies had been received. The Parish Council had been reassured that a copy of the Licence Agreement would be made available to them.
It was agreed that the Clerk would send the letter again.
 - ii) Confirmed that the Appeal was for 2 Hilliers
 - iii) Ward Cllr Lock confirmed that approval for the Local Plan should be received within the next month.
The position with Edgefield was confirmed. Five plots have planning permission and two plots are being sold without planning permission. Ward Cllr Lock confirmed that the objective of the new planning rules was to build more houses, more quickly, where people want to live.

8 (18/19) PARISH GROUNDS. Matters Relating to:

- a) Village Hall Field : Report on Car Park Opening. Cllr Haynes reported that the Opening had been very successful. A final report was still to be prepared, and it was noted that an acknowledgement of the funding (£30,000 from the TDC Community Grant, and £6,500 from the Ward Cllr Community Grant) would be needed in the full copy of the Parish Council accounts. Some minor invoices

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were still to be paid. It was agreed that a flier to advertise the car park could be distributed to local organisations and put on the Dolton website. Re-seeding would be organised soon. It was decided not to install bicycle racks at the moment.

- b) Football field. The Parish Council will need to sign a new document to ensure the Primary School's continued use of the playing field. It was agreed that an agreement would be preferable to a lease. Clerk to write to the MAT solicitors to agree.

There had been complaints about members of the public exercising their dogs on the football field. It was agreed to put a sign on the gate.

- c) Dennis Cross. The Rospa Report had been received, but some of the remedial works that have been carried out had not been noted. Cllr Dunn agreed to follow this up.

It was agreed to ask the Caretaker to scrub and treat the Jubilee tables.

- d) Memorial Garden. It was agreed to ask the Caretaker to remove the sign directing mobile caravans to the old site.
- e) WC in square. It was reported that the WC had been repaired.

9 (18/19) Maintenance and Traffic Issues.

- a) Stafford Way roundabout. It was agreed to ask C.Cllr Saywell to find out if bollards could be installed, as the gap between the railings means it is still possible to park.
- b) Flowers – half barrels. The summary position of sponsorship and cost was reviewed. Cllr Walker agreed to research the signs.

10 (18/19) Verbal reports from meetings attended.

No meetings had been attended.

11 (18/19) Items Brought Forward by the Chair for information only.

Possible dates for the Village Clean-Up Day were discussed. Clerk to check with the Scouts to ask if they would be able to help. Date (tbc) might be Saturday 28th April.

The Date of the next meeting was brought forward to Monday 30th April. This will be the AGM if it is possible to have a copy of the audited accounts by this date.

Signed Date