

# **Minutes of the Askerswell Parish Meeting held in the Village Hall at 7.30pm on 27<sup>th</sup> April 2016**

**Present:** Mr H. J. Atkinson Chair  
Mr P. A. Harrison Clerk (Items 1 to 8 inc)  
Mrs M. J. Barrett Clerk (Items 9 to 20 inc)

**In attendance:** 30 Electors  
Cllr M. Roberts WDDC  
Cllr R. Coatsworth DCC  
PCSO D. Ash Dorset Police

## **Item 1/16:** Chair's Opening Remarks

The Chair opened the meeting by welcoming everyone, and saying that it was good to see so many attendees. He also made mention that he felt that Spring was just around the corner.

The Chair completed his welcome by reviewing the Village Hall domestics, in order to ensure the safety of guests and attendees.

## **Item 2/16:** Apologies for Absence

Apologies for absence were received from:-

Mr John Mahoney (DC)	Mrs Gillian Fowler	Mr Neil Reypert
Mr Charles Mac Ewan	Mr Graham Fowler	Mr Vincent Sheppard
Mr Alex Petrie	Mrs Jane Richards	Mr Graham Foot
Mrs Vanessa Petrie	Mr Peter Richards	Mrs Gill Foot

(12 Persons)

## **Item 3/16:** Minutes

The minutes of the meeting held on the 28<sup>th</sup> October 2015 were agreed by those present as being a representative record of that meeting.

Acceptance of the minutes was proposed by Mr Richard Hobbs and seconded by Ms Patricia Harrison. The Minutes were then duly signed by the Chair.

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#### **Item 4/16: Matters Arising**

The Chair said that there were a small number of matters brought forward from the previous meeting that were to be mentioned under this agenda item.

i) The Chair said that as requested he had looked into the matter of the deteriorating 'Finger Posts' in the village and been told by DCC Highways the matter was now the responsibility of Dorset AONB.

That organisation informed him by email that any repairs had to be completed at the Parishes expense, so he may be looking for 'Volunteer Painters'

He also made the point that he would also wish to see the railings running along the bank of the Asker painted at the same time.

ii) The Chair made the point that the West Dorset, Weymouth & Portland Local Plan had now been adopted.

iii) The Chair said that matters relating to the villages 'Telephone Box' had not been pursued, but that he was waiting to see what if anything BT might do.

iv) The Chair said that matters relating to the boundary fence between the Parish Lands and Rocky Close Farm were in hand and would be dealt with shortly. He added that if this were not the case a further reminder would be sent to the new owners of the land.

v) The Chair said that as far as the 'Lawnmower' that was used to mow the grass at Washingpool Green was concerned, that this matter would be dealt with in greater detail later in the meeting.

#### **Item 5/16: Correspondence and Electronic Communications**

The Clerk confirmed that there were no communications requiring attention that were not scheduled to be dealt with within the meetings agenda.

#### **Item 6/16: Planning Matters**

The Clerk stated that there had been six cases referred to the Parish for comment this year.

These were then listed by the Clerk as follows :-

Hembury House	The Wheatsheaf
Rocky Close Farm	Court House (1)
Faraway	Court House (2)

The Clerk confirmed that meetings had been held for only five of the six applications.

11/12

### **Item 6/16 (Cont'd)**

He then explained that the one for which no meeting was held was the first of two applications made by Court House, which was in connection with the re-siting of the properties 'oil tank' and that it had been decided that to hold a meeting for such a minor alteration would have been wasteful.

The Clerk then provided attendees with details of the final outcome of the applications as follows:-

Hembury House:	Approved	The Wheatsheaf:	Withdrawn
Rocky Close Farm:	Refused	Court House (1):	Withdrawn
Faraway:	Approved	Court House (2):	Under Consideration

The Clerk said that the details given by him were correct as at the end of the 2015/16 Parish year (31<sup>st</sup> March 2016).

The Clerk made the point that further information on each application mentioned, was available to anyone interested, at the back of the village hall.

The Clerk then reminded those present that all the information that he had presented today to the meeting was now available on the 'Planning Pages' of the WDDC website.

The Clerk did however make the point that he had always been prepared to allow Parishioners access to the Parishes 'paper' copies of the plans when the person concerned had no access to the internet, and that he hoped that the new Clerk would continue to provide the facility. He made the point that he was well aware that not all the Parishioners had access to a computer.

Later in the meeting Cllr M Roberts made the point that the current practice of sending out 'Paper' copies of plans for forthcoming developments would cease shortly, and that they would then only be available digitally.

### **Item 7/16: Highway Matters**

The Chair said that the Highways online 'Log' shows 17-18 locations on the 'site that were in the Parish. He did however make the point that 'Logged Matters' did not always receive early attention. Six were resolved and work instructed on many others.

The collapse of the road between Matravers and Uploders was mentioned, but no resolution date has been given. The road was at this juncture only passable on foot or on a bike.

The Chair queried the situation regarding the repairs necessary to the Lodgers Road with Cllr Coatsworth.



### **Item 7/16 (Cont'd)**

Cllr R Coatsworth said that he was under the impression that the matter was in hand and that work had already commenced and was surprised that it had not been completed.

The point was made that the road was currently not passable with a motor vehicle, but Cllr Coatsworth was unable to say when the repairs might be completed.

### **Item 8/16: Financial Report**

The Clerk commenced his report by saying that new regulations came into effect on the 1<sup>st</sup> April 2015 (The Accounting and Audit Regulations 2015) which required changes to be made to the way that financial reports were made to the Parish.

The Clerk went on to say that financial reports were now required to be in two sections, both of which were required to be voted on separately.

The two parts to be voted on were as follows:-

- i) The Internal Control & Governance Statements.
- ii) The Approval of the Statement of Accounts.

### **Item 8/16/1**

The clerk dealt first as required with the 'Internal Control and Governance Statement', and made the Statement to those present that as RFO he had :

- Prepared accounting statements in accordance with the Accounts and Audit Regulations.
- That he had used 'Proper Practices' as required
- That the Parish Officers had dealt with the monies entrusted to them in an appropriate manner.

The Clerk then asked that the Chair call a vote for the Statement to be approved, the vote was proposed by Mr Ian Russell and, seconded by Mr Nigel Guard, the vote was then passed by majority.

### **Item 8/16/2**

The clerk dealt then went on to deal with 'The Approval of the Statement of Account'

The clerk said that he had prepared the 'Accounts and Financial Statements' for the year 2015/16, but asked those present to bear in mind that the figures being discussed had not yet been the subject of either an 'Internal' or 'External' audit.



### Item 8/16/2 (Cont'd)

The Clerk also mentioned that more detailed information was available at the back of the hall should this be required.

The Clerk then went on to review the accounts information (as set out below) with the attendees.

### Financial Report for the year 2015-2016 Period 1<sup>st</sup> April 2015 to 31<sup>st</sup> March 2016

Receipts			Payments		
31 <sup>st</sup> March 15		31 <sup>st</sup> March 16	31 <sup>st</sup> March 15		31 <sup>st</sup> March 16
£71.55	Balance B/F	£888.69	£29.73	Subscriptions (DAPTC)	£30.41
£1084.00	Precept	£1788.00	£144.59	Insurance (Community First)	£144.59
£16.00	LCTS grant	£12.00	£0.00	Askerswell PCC	£850.00
			£0.00	Askerswell VHC	£850.00
			£21.00	Hire of Village hall	£44.00
			£21.56	Repairs & Renewals	£122.77
			£0.00	Audit & Accountancy	£0.00
			£65.98	Administration	£7.60
			£888.69	Balance C/Fwd	£639.32
£1,171.55	Totals	£2688.69	£1,171.55	Totals	£2688.69

In dealing with the matter of Accruals and Prepayments the Clerk stated that the Parish was owed £30.50 in respect of prepaid invoices, and owed £41.92, in respect of an 'Unpresented' cheque.

The Clerk then asked that the Chair call a vote for the Approval of the Statement of Accounts, the vote was proposed by Mrs Maggie Barrett and, seconded by Mrs Barbara Roberts, the vote was then passed by majority.

In Conclusion, the Clerk said that the approved information had already been placed on the Parishes Annual Returns, and showed the Return to the attendees, saying that the Return would now be passed to the Internal Auditor Mr Alan Glenn, together with the Parishes 'Financial Records' for his review before it was passed to the External Auditor BDO in Southampton.

### Item 8/16/3

The Clerk then reminded the Parish of their 'Legal Right' of access to the Parishes 'Financial Records' and made them aware that officially they had 30 days in which to make their request for access, which officially ended on the 15<sup>th</sup> July 2016.

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### **Item 8/16/4**

The Clerk then mentioned that he had prepared a simple set of 'Cash Accounts' that covered the 'Cash' expenditure on Washingpool Green.

He explained that being 'Cash' with the inherent dangers therein he had requested Mr Nigel Guard check the accounts against cash held and sign off the accounts.

Mr Guard had reviewed the accounts found them to be in order and signed them off, the Clerk mentioned his thanks to Mr Guard for his help and assistance, and ended his 'Financial Report'.

### **Item 8/16/5**

The Chair said that Mr Alan Glenn was stepping down as the Parishes Internal Auditor and that his audit this year, 2015/16 would be his last.

The Chair went on to say that he had approached Mr Nigel Guard, who had agreed to accept the post.

The Chair said that in view of this in order that the matter be made official it required a vote.

A vote was then called, Mr Guards appointment was proposed by Mr Antony Wilsdon and seconded by Mr Alan Glenn, the vote was then passed by a majority.

The Chair thanked Mr Alan Glenn for his hard work and commitment over the years.

### **Item 9/16 Election of Officers**

At this point the Clerk Mr Peter Harrison, who was due to retire as Clerk, stood down.

Mr Ian Russell was then invited to conduct the election of officers. Both Mr Howard Atkinson and Mr John Mahoney were happy to continue to serve. Mrs Margaret Barrett had agreed to be nominated to serve as clerk. As there were no other nominations, Mr Russell asked for them to be voted en bloc. Proposed by Mr Ian Rusell, seconded by Mr Godfrey Lancashire. All in favour.

Mrs Barrett then took up position as Clerk. The Chair then thanked Mr Harrison for all his hard work over the years and presented him with small gifts from the parishioners. In return Mr Harrison presented the Chair with a gavel.

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**Item 10/16:** Financial Projections for current year (2016/17)

An information sheet showing planned expenditure had been distributed.

- General expenses for Washingpool Green - £108.32
- Improvements at Washingpool Green, including drainage and tree work - £300
- Repainting finger post in square and repair to notice board - £50
- External hard drives to store Parish meeting records - £100
- Discussion then took place regarding the replacement of the mower down at the Green. It was then agreed that a self-propelled, as wide as possible, petrol mower would be sourced in the near future with the maximum cost being £300.
- Distribution of funds – anticipate £400 to both the church and the village hall

Washingpool funds currently stand at £272.80 and these should be used for any expenditure on the upkeep of the Green.

The acceptance of the financial projection was proposed by Mrs Jessamy Wilsdon and seconded by Mrs Barbara Roberts and was carried unanimously.

**Item 11/16:** Proposed changes to Parish financial procedures 2016/17 (et seq)

It was agreed that with the agreement of the Deputy Chair or the Clerk, the Chair can spend up to £100 on Maintenance or Green spaces without the prior consent of the meeting. It was also agreed that for the parish funds to remain transparent, funds given to the church are to be used for the upkeep of the churchyard and funds given to the village hall are to be used for the upkeep of the village hall.

**Item 12/16:** DCC & WDDC matters

12/16/1 DCC Report

Cllr Coatsworth reported that he hoped that the proposal for superfast broadband will be scheduled for 2017. He mentioned that changes to staffing, premises etc are likely, with the council having to be re-structured in order to save money. The Chair mentioned to Cllr Coatsworth that the £108 being offered to the parish from the DCC Divisional Budget had not yet been received. Cllr Coatsworth will look into this matter.

12/16/2 WDDC Report

Cllr Roberts talked about the options for the re-organisation of both the district and county councils in the near future. He also mentioned that, in future, planning application information will only be sent out electronically rather than paper copies.



**Item 13/16:** Local Reports.

13/16/1 PCSO David Ash

PCSO Ash reported that there had been only 6 reported incidents within the village in the last year and that Beaminster Police station (where he operates from) has now closed and they are sharing office space with the fire brigade. He also told the meeting that the Bridport Police station is open Tuesday, Thursday and Saturday from 9am – 5pm.

13/16/2 Homewatch

Mrs Veronica Sheppard wanted to remind people to be very aware of internet and telephone fraud and to be very vigilant.

13/16/3 Washingpool Green

The Chair reported that the grass cutting rota and a rota for strimming around the pond are posted on the noticeboard and he thanked all volunteers. There had been a working party on 12<sup>th</sup> March for general tidying up. An area had been cleared for the sowing of wildflower plantlets that Mrs Doris Whichelo was kindly bringing on. There were three lots of frogspawn, but to date not many tadpoles/frogs had been seen which may mean there are newts there.

13/16/4 Rights of Way

Mrs Liz Guard reported that the bridge to Washingpool Green was still outstanding and was on 'a list' with the council for repair. She would pursue them about this matter. There were no other matters to report.

13/16/5 Askerswell Good Neighbour Scheme

Mr Godfrey Lancashire report that the scheme was operating well and is able to support the community where needed. He thanked the team of volunteers and co-ordinators.

13/16/6 Eggardon OPEC

Several members of the meeting mentioned that they had had concerns with Watsons, saying that their tanks were not safe and needed replacing; the general attitude of the delivery drivers and that they were taking up their grievances with them. Mrs Gill Evans said that she, as Eggardon OPEC Co-ordinator, would appreciate being told of such issues so she too can address them.

## Item 13/16 (Cont'd)

### 13/16/7 Parish Lands

The Chair reported that the gate at the entrance to the 'fuel' allotment is in need of repair so there will be a small expenditure required to get this fixed. Currently the Trustees of the Parish Lands are the same as the Parish Meeting, but this does not need to be so. Unfortunately nobody was willing to take on this task so Mr Howard Atkinson, Chair; Mr John Mahoney, Vice Chair and Mrs Maggie Barrett, Secretary will continue to be Trustees of the Parish Lands. Mr Richard Hobbs was appointed to continue as Independent Auditor.

### 13/16/8 Village Hall

Mrs Jessamy Wilsdon gave a short report on the improvements that the hall had made. She mentioned that at the AGM later in the month, they would be looking for a new member so urged people to think about joining the committee. She also mentioned that on 18<sup>th</sup> June the hall committee would be organising a BBQ to celebrate the Queen's 90<sup>th</sup> birthday.

### 13/16/9 Public Transportation

Mr Alan Glenn reported that a large number of the once or twice a week rural services are being withdrawn. This will mean communities like ours, will have to try and work together, with Dorset Community Transport and maybe Damory to use school buses more effectively on what are now 'dead' sections of their itineraries going to and from base. If a scheme can be introduced there would likely be a flat charge of £5 return. He also reported that there are some changes to other longer routes. Bus timetables are now available from the Tourist Information Office for 20p or on-line.

### 13/16/10 Super-Fast Broadband

Mr Ian Russell reported, in Mr Mahoney's absence, that there is at last a glimmer of hope that the village will eventually get superfast broadband. An e-mail had been received from Mr Oliver Letwin MP saying that as a result of the money clawed back from BT due to the higher than expected take up of places where SFB has already been rolled out we are very likely to get some good news later this year about the prospects for rolling out SFB to Askerswell next year. He asked that the Chair remind him about this matter in early July. Mr Mahoney, along with Mr Atkinson and Mr Russell will continue to monitor the situation and will take any appropriate action if required.

### 13/16/11 Mobile Mast for Asker Valley

The Chair reported that the opportunity to have a mast had been missed as no-one had been prepared to organise the survey around the village to show that there wasn't good coverage of EE mobile signal which is claimed. The initiative is now closed.



**Item 14/16:** Askerswell Neighbourhood Plan Report

The Chair reported that the Forum are drafting a neighbourhood plan which would provide a defined development boundary which, if accepted externally, would allow limited development within it. From the survey this will be of the order of four dwellings over a decade. There is to be a community drop-in event on Saturday 11<sup>th</sup> June between 10am and 5pm to cover all the issues in the plan and people are urged to attend to give their views. Feedback will be input into a draft plan after Forum consideration. This neighbourhood plan will then be written and circulated to all dwellings in the parish. There will be another Café Scientifique in the Autumn where profits go the Neighbourhood Plan preparation.

**Item 15/16:** Askerswell Church Tower Project

Mr Lancashire reported that the project, having been consulted widely, had been fully supported. The PCC had agreed and now architects and permissions are being sought. It is hoped that the work will be put out to tender during the summer and to start alterations in the autumn to finish early next year.

**Item 16/16:** Best Kept Village Competition

Mrs Wilsdon reported that the village hall committee had again entered the village into the competition. She asked that villagers continue to keep the village tidy.

**Item 17/16:** Askerswell Village Calendar 2016/17

After some discussion it was agreed that views/life in and around the village was the preferred subject for the calendar. Photos to be format as landscape. They will need to be judged and then sent to the printers in good time.

**Item 18/16:** Askerswell Village Website

The Chair reported that the idea of having a website was to be able to keep residents informed. Also Parish Councils now need to have a website. He felt that having a parish meeting just twice a year was too infrequent for some issues so a website would be useful. All organisations etc would be able to have a page. Mrs Mandy Hall had agreed to be the website editor. There are various companies around that design and maintain websites and it was agreed that a maximum of £300 be allocated from the Parish Meeting funds for this project including £108 offered by Cllr Coatsworth (see 12/16/1 above). The DAPTC had been consulted and spending funds on such a project was acceptable.

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**Item 19/16:** Any Other Business

19/16/1 Mobile Library

From 12<sup>th</sup> May, the mobile library will visit the village square fortnightly on Thursdays between 10.40 – 10.55. The future of the mobile service is under review. If the library van was stopped it was thought that the Good Neighbourhood scheme could perhaps be used for a 'library' run for those unable to visit Bridport Library independently.

19/16/2 Number of Parish Meeting

Discussion took place as to whether there should be three meetings a year – spring for financial planning, autumn for financial expenditure and then a new informal meeting for general discussion. It was felt that just two meetings should be maintained especially if the website is created.

19/16/3 Pylons

The Chair reported that although the section between Stancombe and Spyway had been high up on the priority list it would depend on how much money was left after completing the Winterbourne Abbas section as to whether or not more work would be done by the Visual Impact Project of the National Grid.

**Item 20/16:** Date and time of next Parish Meeting

The next Parish Meeting would take place on Wednesday 19<sup>th</sup> October, 7.30pm in the village hall.

There being no other business the meeting closed at 9.35pm.