

Minutes of the Parish Council meeting held on Tuesday 4th June 2024, 7pm at Charminster Community Hall

Present:

South Ward:

Mark Simons (MS) Chair
Alan Rolls (AR)
Keith Beeson (KB)
Ollie Greenaway (OG)
Peter Dangerfield (PD)
Tim Yarker (TY)

North Ward:

Carol Matthews (CM)(Vice Chair)
Andrew Harris (AH)
Peter Mauger (PM)
Sue Frazer (SF)
Tony Murrell (TM)

In attendance: Cllr David Taylor (DT), Michele Harding (Clerk) Caroline Elliman (Assistant Clerk) and 9 members of the public.

24/06-1. Welcome and Chairman's

The Chairman welcomed everyone to the meeting he thanked the 5 candidates who had come forward to stand as councillors for Charlton Down. It's an exciting period of the prospect of new councillors joining the PC with positive steps moving forward.

24/06-2. To receive and accept apologies of absence. None.

24/06-3. To receive declarations of Interest or consider grants of dispensation. None

24/06-4. To approve the minutes of the meeting held on 14th May 2024

Proposed KB Seconded by SF Agreed- 3 abstentions

24/06-5. Matters arising from the above minutes (for information only).

PD reported that he had carried out a survey of the grit bins on the Charminster Farm development and circulated the sites to Cllrs, having viewed the suitability of each location the PC would not locate grit bins on these sites and recommended that the PC do not adopt the grit bins. Proposed PD, seconded TY all agreed.

TY thanked the Parish Council for purchasing the PA system, it was a great edition to the Fete, and many enjoyed the Bouncy castle, approx. 1500 visitors attended the event. MS commented it was a well-managed and run event and this was helped by the weather on the day.

24/06-6. To consider the co-option of Councillors for the three vacancies at Charlton Down

Although Sarah Harris was unable to attend, each candidate present spoke to the meeting about their aspirations to become a Councillor.

The Parish Council followed the co-option policy process, conducting three rounds of voting by written ballot. Cllr David Taylor and the Clerk adjudicated each round.

In Round 1, Nigel McCrea received the lowest number of votes and was eliminated. In Round 2, Sarah Harris received the lowest number of votes and was eliminated. The Council then conducted a final vote for the remaining three candidates, with the following results: Peter Mauger received 8 votes, Tony Murrell received 9 votes, and Andy Harris received 9 votes. This outcome was agreed upon.

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The new Councillors joined the meeting and signed their register of interest. MS thanked those in attendance for their patience.

24/06-7. Public Discussion Period- the meeting was suspended for this section.

A member of the fete committee thanked the Parish Council for their support, noting that the event was very successful.

Residents attended the meeting and raised concerns about the heavy rain and subsequent flooding issues affecting properties and roads at York Close, Ellerslie Close and Mill Lane. They also expressed concerns about the field and its future management, stating that the current situation is unsustainable. PD explained that there will be discussions with the Citizens Advice Bureau (CAB) to gain advice for the residents. DT reported that the Flood Team at Dorset Council is fully aware of the situation and is in communication with the landowner and new tenant of the field. The issues also include pollution of the Cerne River into Poole Harbour. The Environment Agency is involved, and Dorset Council is investigating legal actions against the landowners. However, this situation is difficult for the property owners, who cannot afford to endure another flooding event. Additional issues with the footpath, which created a funnel effect, were also discussed. Residents were advised to write to Dorset Council on this matter, and the Parish Council will also request an official update.

Four members of the public left the meeting at 19:51.

24/06-8. To consider the report and recommendations from the Transport working group.

A report was circulated following the Transport meeting. The group's recommendations were to ratify the feasibility study specifications and to arrange a meeting with the portfolio holder, Cllr Jon Andrews, to gather his support for the strategy. The final report has been sent to Cllr Andrews. Currently, Cllr Andrews does not have an available date in his diary, but DT will follow up on this. All recommendations were agreed upon.

24/06-9. To consider the request to reduce the height of the shrubbery in The Square between the parking areas.

OG commented that he had been approached to reduce the height to 3ft and reduce the width of the vegetation on the Square by the pub. The current contract is for a cut once a year, it was agreed to carry out a cut twice a year out of bird nesting season which is 1st Septe to the 1st March. Proposed TY, seconded by OG- agreed with 1 abstention.

24/06-10. Finance and General Purposes

- a. **To approve the Annual Insurance 2024-25-** The PC is in an LTA until 2026
Proposed TM Seconded JJ All agreed.

b. **To consider recommendations of the F & GP working group.**

The PC considered the recommendations as detailed below

Proposed CM Seconded TM All agreed

i. To receive the Internal Audit report 2024-25

The new internal auditor had provided a full report with recommendations.

1. That consideration is given to the formulation of a Finance and General Purposes Committee, which meets in accordance with published meeting rules and is open to the public. If the Council continue to operate with an FGP Advisory Group, at the very

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least I would recommend all papers containing recommendations from the FGP Advisory Group should form part of the published report papers with the agenda for any upcoming Council meetings.

It was agreed that with the new website the reports can be made available in advance of meetings, the detail will also be minuted.

2. That the Council considers approving an Investment Policy which states the approved Institutions for investments and the maximum length of terms for future investments.

It was agreed to provide a policy in line with recommendations as all policies are to be reviewed over the year, several templates have been sourced.

3. That the Council consider allocating an appropriate share of the staff costs to the cost centre on the financial system associated with the Community Hall

The Group noted that this could be considered but to take into account the costs the PC saves with a dedicated office space and what the income would be if the office would be hired out, also that the PC does not have to pay hall hire fees. This may need further investigation to come to a suitable figure, but it was felt that this should be considered.

KB commented that the new Internal Auditor has done a fantastic job in not only looking at the accounts, but the processes and suggestions made.

It was noted that Charminster PC has been selected for the BDO- Limited Assurance regime 5% selection for intermediate audit as part of this review the following information is to be supplied by 30th June as well as the AGAR

* Copy of bank statements for all bank accounts held clearly showing the balance as at 31 March 2024.

* Copy of minute appointing/reappointing internal audit.

* Copy of letter of engagement scoping internal audit.

* Copy of minutes of annual review of internal audit

ii. To agree the PC does not have a conflict of interest with BDO LLP external Auditor

This was confirmed Proposed KB, seconded CM All agreed

iii. To approve the AGAR section 1- Annual Governance Statement 2023-24

This was approved. Proposed KB, seconded CM All agreed

iv. To approve the AGAR section 2- Accounting Governance Statement 2023-24

This was approved. Proposed KB, seconded CM All agreed

v. To consider the new Financial Regulations 2024

This was looked into in detail by the F & GP working group to ensure this new model also meets the needs of the PC. Proposed KB, seconded CM All agreed

vi. To carry out the Bank reconciliation checks- this was done by OG prior to the start of the meeting as per the financial regs.

vii. To consider all payments and receipts since the last meeting

A list was circulated prior to the meeting and is available on the PC website. MS commented that the PA system cost more than was originally agreed but it was felt that the

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equipment needed to be of a good enough quality to be fit for purpose. Thanks were given to the Chair for sourcing the equipment in time for the Village Fete.

Proposed PD Seconded CM

All agreed.

24/06-11. Planning Matters - to consider any planning applications in circulation.

- a. 1 P/TRC/2024/02640 Proposal: T1 Monkey Puzzle - Fell, T2 - T6 Ash - Fell, T7 Ash - Fell, T8 Ash - Fell Location: 2 East Hill- *no objections*
- b. 2 P/TRC/2024/02679 Proposal: T1 Apple - Fell, T2 Fastigate Yew - Fell Location: 2A Mill Lane, Charminster- *no objections*
- c. 3 P/HOU/2024/02696 Proposal: Raise the ridge of the roof and convert loft space to form a bedroom, with continuous longer rear dormer and two dormers to the front elevation. Location: Montrose House-1 West Mill. *No objections Proposed PD, Seconded TY Agreed*

24/06-12. Matters of correspondence for information or interest

PD asked for an information sign for Millers Orchard similar to that in the Nature Area, PD will draft a suggested sign with costs for the July meeting.

2 of the 5 new trees in the Community Orchard have died, this will be followed up with the contractor for advice.

TM thanked the Council for voting him back in and looks forward to the next 5 years.

A new Play area inspection rota will be created to incorporate the new Cllrs.

AR reported that the nettles and around the edges of Broken Cross play area have not been cut, this will be followed up.

24/06-13. To confirm items for the next Parish Council meeting on 2nd July 2024 at Charlton Down village hall.

Queen's memorial stones, Millers Orchard info sign

There being no further business MS closed the meeting at 20.20.