

## Minutes of the Parish Council meeting held on Tuesday 2<sup>nd</sup> July 2024, 7pm at Charlton Down Village Hall

### Present:

#### South Ward:

Mark Simons (MS) Chair  
Alan Rolls (AR)  
Keith Beeson (KB)  
Tim Yarker (TY)

#### North Ward:

Andrew Harris (AH)  
Peter Mauger (PM)  
Tony Murrell (TM)

**In attendance:** Michele Harding (Clerk) Caroline Elliman (Assistant Clerk) and 2 members of the public.

### 24/07-1. **Welcome and Chairman's**

The Chairman welcomed everyone to the meeting.

### 24/07-2. **To receive and accept apologies of absence.** Carol Matthews, Ollie Greenaway, Sue Frazer, Peter Dangerfield and Cllr David Taylor.

### 24/07-3. **To receive declarations of Interest or consider grants of dispensation.** None

### 24/07-4. **To approve the minutes of the meeting held on 4<sup>th</sup> June 2024**

Proposed JJ    Seconded by AR                      Agreed by a majority.

### 24/07-5. **Matters arising from the above minutes (for information only).**

None.

### 24/07-6. **Public Discussion Period-** the meeting was suspended for this section.

A resident asked what quotes had been received for the path from the Cricket Club to the hall as it is a safety issue- it was explained that Cllrs had a site meeting and now have a spec, TM has requested quotes and further quotes will be gathered for the next meeting. The resident also asked about the repair to the goal mouths at the Olympic Park as there are flints exposed and could be a safety issue, MS explained that quotes are yet to be gathered but it will be looked into asap. The resident offered to carry out their own research on these issues.

### 24/07-7. **To consider the report and recommendations from the Transport working group.**

A meeting was held with the portfolio holder for Place/Roads, Cllr Jon Andrews, and highways officers to discuss the strategy with the transport working group. They were impressed with the strategy and requested that the Parish Council (PC) respond with a list of the proposals and their priorities.

TY provided a list of his priorities, which the Councillors discussed. They felt that the working group needs to meet and agree on the priorities. In the meantime, the list of proposals will be sent in page number order, with an explanation that the priorities will be listed once the feasibility study has been completed and costs have been provided. This was proposed by TM, seconded by PM, and agreed upon by all.

### 24/07-8. **Finance and General Purposes**

#### i. **To consider the purchase of Aqua bags for the Community Orchard and Rowan Walk**

It was noted that the new trees on Rowan Walk and the new fruit trees would benefit from more watering and aqua bags were recommended, this would be filled by volunteers. Costs of the bags £89 for 12 x 20-gallon bags- this was agreed  
Proposed TM    Seconded AH

- ii. **To consider the purchase bags of 2 Dumpy bags of compost/soil for bog area in NA.**  
The pond is looking very good and stones that were thrown in have been retrieved. The bog area of the pond requires some additional compost and soil this would be at a cost of up to £200. KB noted his concerns that the project was not costed out for the whole project and a budget agreed. Cllrs agreed to the expenditure Proposed TM Seconded AH all agreed.
- iii. **To purchase 6 x tree guards for Rowan Walk**  
To protect the trees from Deer substantial guards were suggested, they are made of steel and once no longer needed could be used elsewhere in the parish. They cost £31.50 each a cost of up to £200 was agreed. Proposed TM Seconded AH All agreed
- iv. **To consider the purchase of a replacement bin liner at the MUGA**  
The bin liner at the MUGA needs to be replaced, a new metal bin will be ordered at a cost of £50.00 Proposed TM seconded AH all agreed.
- v. **To receive the finance reports and carry out bank reconciliation checks.**  
KB carried out the check of bank statements with the bank reconciliation, the Clerk also provided a report on current investments and interest earned, all info is available on the PC website.
- vi. **To approve all payments due and those paid since the last meeting**  
A list of payments was circulated. Proposed TM, seconded by KB. Approved

A F & GP meeting will be held in July to consider policies, Community Hall budgets and other items of a financial matter for approval by the full Council in September, current members of the F & GP are MS, CM, KB, TM, AH, PD and the Clerk.

### 24/07-9. Council Property

- a. **To consider information signage for Millers Orchard**  
PD had provided a draft and circulated prior to the meeting, an A34 version will be ordered and a budget of £300 will be allowed for the printing and stand for the signage.  
Proposed JJ Seconded TM -agreed by a majority with 1 abstention
- b. **To receive a report from the Community Hall**  
A report was circulated prior to the meeting.
- Training: Training for Water Compliance and Legionella Control was attended on Wednesday, 24th April, and Managing Village Halls online training was attended on Tuesday, 30th April.
  - Legionnaires Risk Assessment: A risk assessment for legionnaires, a statutory requirement, has been completed. Scheduled checks are ongoing.
- Ongoing Work:
- New Canopy/Porch: A survey is required and is currently ongoing.
  - Health and Safety Assessment: The HSE is scheduled to visit the hall to assess for Health and Safety compliance, which is ongoing.
- Hall Improvements: Blinds in Main Hall- The chains are broken and tangled, making them not user-friendly. Installing film on the top windows for privacy was suggested as an inexpensive fix; this is ongoing.

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- The new website and hall bookings site went live on 12th June.
- West Dorset Magazine Advertisement: An advert was submitted for the July edition at a cost of £65, which includes both print and online versions. The magazine prints 25,000 copies per month.

## Considerations:

- Legionella Risk Assessment Work: Only one plumber out of four contacted replied and submitted a quote of £591.64 to carry out work highlighted in the "Identification and Assessment of the Risk" report. This includes:
  - £360.00 for the risk assessment
  - £133.03 plus VAT for servicing the Lincat hot water urn.This proposal was made by KB, seconded by TM, and agreed upon by all.
- It was suggested to cap off the shower, as it is one of the main concerns for legionnaires. Advice will be taken from the plumber regarding this.
- Annual (Christmas break) and/or bi-annual deep clean of the whole hall by professional cleaning company. Quotes to be gathered.
- Gardener for the hall- the current gardener has given up so a new one is required, MS has prepared a spec. This will be sent to various companies for a quote.

- c. **Allotments-** There are still ongoing issues at the allotments at Charminster Farm. The raised beds area has been strimmed, but there were issues with the soil. Wyatts are aiming to rectify this on some of the lower plots. Additionally, there is a problem with water runoff, which the Parish Council (PC) will pursue with Wyatts. AR and TM will continue to monitor the site.

## 24/07-10. Planning Matters - to consider any planning applications in circulation.

- a. **P/FUL/2024/03212** Proposal: Erect bin storage units Location: Land at Broken Cross Charminster- *no comment*
- b. **P/VOC/2024/03162** Proposal: Erect first floor extension over existing garage, new dormer window and associated works (with variation of condition 2 of Planning Permission- *no objection Proposed TY, seconded JJ*
- c. **P/HOU/2024/02899** Proposal: Erect entrance porch, two-storey front and rear extensions, single-storey rear lean to, new front bay window and external alterations Location: Millmartin House 9 Mill Lane - *no objections Proposed TY seconded TM*
- d. **P/HOU/2024/03045** Proposal: Erect single storey rear extension and external alterations Location: 21 Birch Way Charlton Down. *No objections Proposed TM, Seconded AH.*

## 24/07-11. Matters of correspondence for information or interest

- a. Dorset Tree Warden Scheme, North ward Cllrs are interested in attending course in September, The South ward Cllrs were not interested in getting involved at this stage.

## 24/07-12. To confirm items for the next Parish Council meeting on 3rd September 2024 at Charminster Community Hall.

Quotes for the Path at Charlton Down, Goal mouths at Charlton Down, Jubilee Stones, Allotments at Charminster Farm and water bowsers for Charlton Down.

There being no further business MS closed the meeting at 20.00.