

# Toller Porcorum Parish Council

## Minutes of the Parish Council meeting held on 18<sup>th</sup> May 2016 At Toller Porcorum Village Hall

### Present:

Cllr D Ennals (Chairman)

Cllr C Baker

Cllr J Miller (Vice Chairman)

Cllr D Billen

Cllr J Stavenhagen

Cllr A Carstairs

In attendance:

Mrs K Sheehan (Clerk), three members of the public.

### 393. Apologies for Absence

Apologies for absence were received from Cllr Janet Knowles and Cllr Jill Haynes. Cllr Billen would join the meeting later.

### 394. Declarations of interest and grants of dispensations

None.

### 395. Election of the Chairman & signing of Declaration of Acceptance of Office

Cllr David Ennals was proposed as Chairman for 2016-17. Cllr Ennals signed the declaration of acceptance of office and thanked the Council for their continuing support.

**Proposed: Cllr A Carstairs      Seconded: Cllr C Baker      RESOLVED**

### 396. Election of the Vice Chairman & signing of Declaration of Acceptance of Office

Cllr Alex Carstairs was proposed as Vice Chairman for 2016-17. Cllr Carstairs signed the declaration of acceptance of office and Cllr Ennals thanked Cllr Judy Miller for her hard work as Vice Chairman for the past 12 years.

**Proposed: Cllr J Miller      Seconded: Cllr J Stavenhagen      RESOLVED**

### 397. Declarations of interests and grants of dispensations

None.

### 398. To approve the minutes of the meeting held on 9<sup>th</sup> March 2016

The minutes were duly signed as a true and accurate record of the meeting.

### 399. Matters arising

Cllr Billen joined the meeting.

Cllr Baker reported that he had been unable to attend the joint PC meeting convened by Cllr Haynes. Cllr Ennals reported that the safety fence at the railway bridge was now complete.

### 400. County Matters

No Council report was received.

### 401. District Matters

Members noted that as District Councillor Jill Haynes had made a full report to the Annual Parish Assembly the previous week, there was no further update at this time.

### 402. To resolve to reaffirm the TPPC Standing Orders

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Members noted the proposed change of wording to planning procedure and, subject to the insertion of the words 'by the lead member for planning' between 'collated' and 'and any resulting discussion' at section 15(a)(vii), the TPPC Standing Orders were duly reaffirmed.

**Proposed: Cllr A Carstairs      Seconded: Cllr J Stavenhagen      RESOLVED**

**403. To reaffirm the representatives of the following bodies:**

- \* **DAPTC** – Cllr C Baker
- \* **Village Hall Committee** – Cllrs J Miller and D Billen
- \* **Rights of Way Officer** – Cllr J Knowles
- \* **Recreation Ground Committee** – Cllrs D Billen
- \* **Parish Emergency Contacts** – Paul Comer and James Billen

No Affordable Housing Committee representative was required.

**404. Finance**

**i. To consider the receipts and payments due**

<b>Receipts</b>	<b>Detail</b>		<b>Amount</b>
WDDC	Precept (50%)		£2750
WDDC	LCTS grant (50%)		£33.00
<b>Payments</b>	<b>Detail</b>	<b>Voucher</b>	<b>Amount</b>
P Warr	Fencing at bridge	142	£246.49
K Sheehan	Salary/expenses	143	£379.10
Came & Co	Insurance renewal	144	£164.25
K Sumner	Internal audit	145	£30.00
Toller Church	Donation	146	£320.00
Rec Committee	Donation	147	£165.00
Village Association	Donation	148	£165.00
J Ennals	APA refreshments	149	£31.30
		<b>TOTAL</b>	<b>£1501.14</b>

**Proposed Cllr D Ennals**

**Seconded Cllr J Miller**

**RESOLVED for payment**

**ii. To approve the Annual Accounts and approve ss1 and 2 of the Annual Return 2015/16**

The end of year accounts for the 2015-16 financial year had been circulated prior to the meeting. No queries were raised. Cllr Ennals asked members to consider the Annual Governance Statements at section 1 of the Annual Return. The adoption of the statements was duly **proposed** by Cllr Ennals, **seconded** by Cllr Miller and **RESOLVED and SIGNED**. Cllr Ennals then asked members to consider the Annual Accounting Statements at section 2 of the Annual Return. The adoption of the statements was duly **proposed** by Cllr Ennals, **seconded** by Cllr Billen and **RESOLVED and SIGNED**.

**iii. To note the conclusion of the internal audit**

The Council noted the conclusion of the internal audit, which had raised no problems or issues.

**405. Planning**

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Cllr Carstairs introduced the only application currently in circulation, WD/D/16/000925, the proposed erection of a garage or carriage house at Crooked Field, High Street. Members noted the details of the application and recommended **NO OBJECTIONS**.

Cllr Carstairs drew recent correspondence regarding an agricultural tie at Highfields, Barrowlands Lane, to the attention of members. It was noted that there was no obligation on the Council to comment and that the Parish Council would wait for further detail from the Planning Authority but stated that, if necessary, the Parish Council would support a proposal to overturn the tie.

### **406. Highways**

Cllr Stavenhagen reported that he had written to Andrew Martin, DCC Head of Highways to highlight concerns over the quality of the recently completed surface dressing, noting that issues such as the height of drains remained outstanding.

Cllr Stavenhagen reported that a meeting regarding the use of Frogmore Lane had taken place the previous week with Blair Turner, Community Highways Officer, and a number of Frogmore Lane residents. He stated that a number of suggestions had been made and that Mr Turner would seek to contact the Highways Design team to redesign the triangle, aiming to save the oak tree where possible, or replant. Mr Gower had indicated that he would be prepared to donate £500 to replace the tree if it had to be cut down. Mrs Owen stated that she was not pushing for the removal of the tree, simply for a long term solution to the current situation.

**Action: Clerk to contact Mr Turner for an update on the work of the Highways Design Department and request an indication of timescale. Clerk to write to Mr Gower to thank him for his proposed contribution to replace the tree if necessary.**

### **407. Follow up issues from the Annual Parish Assembly**

Members discussed the APA held the previous week, which had been a great success, with 31 members of the public attending.

The Clerk reported that she was collating issues from members of the public who wanted their BT experiences raised with Mr Coles of BT.

Cllr Carstairs updated members on the Trailway stretch past the Village Hall, noting that it would require the Village Hall's lease to be amended.

The proposal to acquire a defibrillator for the village was discussed following the information from the Ambulance Trust at the APA. It was noted that the BHF funding was now open once more but that there would be costs relating to maintenance, training and storage not included in this funding. Members thought that the geography of the village would prove problematic to accessing the equipment within the four minutes that it could most effectively help someone. After some further discussion a proposal was made that the practicalities meant that the Parish Council would not seek to lead on this and would instead support basic first aid training for villagers. Cllr Ennals stated that if other village groups wanted to continue with the proposal, the Parish Council would be pleased to

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consider a donation in the next Council budget, in line with the donations typically made to local community groups.

Councillor Stavenhagen stated that the Annual Parish Assembly had been an excellent meeting and congratulated the Clerk and Chair on their efforts in organising it.

**Action: Clerk to write a letter of thanks to Mr and Mrs K Miller of Church Mead for their assistance in setting up and clearing away at the APA. Clerk to write letter of thanks to Mrs J Ennals for organising the refreshments. Clerk to respond to the WI regarding the defibrillator decision and research costs of first aid courses.**

### **408. Mobile Library Consultation**

Members would respond individually to this consultation.

### **409. Toller Hill Memorial**

The Clerk reported that the Family Liaison Officer had responded to contact, saying that the family would be supportive of a permanent memorial at the site. It was noted that the site of the proposed memorial was not actually in Toller Porcorum Parish and that the Council was unlikely to be able to action this proposal.

**Action: Clerk to update PCSO Pilcher on situation, suggesting contact is made with relevant Parish Council.**

### **410. Bus Services**

Councillors noted that the new Plus Bus service was up and running. However, there was no wheelchair access for the vehicles and some residents had experienced difficulties with trollies. Cllr Baker stated that residents must book by 2.30pm the day before in order to a) ensure space on the bus and b) that the service calls to the village. The cost was £5 return and booking could be made over the telephone on 01258 287980.

### **411. Correspondence**

Councillors reviewed correspondence received by the Clerk on behalf of the Council since the March meeting. The Clerk updated Councillors on the damage caused to Toller House property by passing vehicles. Cllr Stavenhagen asked to be copied in to further correspondence on this matter.

### **412. Items for the PC meeting on Wednesday 13<sup>th</sup> July**

Cllr Ennals informed members that the Clerk had booked annual leave from Friday 12<sup>th</sup> August until Monday 5<sup>th</sup> September. This would have no impact upon meetings. Mrs Molly Miles asked for an update on the future of the #73 bus service.

**Action: Clerk to provide an update on the #73 bus service to be placed in the bus shelter.**

**The meeting closed at 20.36.**