

# Toller Porcorum Parish Council

## Minutes of the Parish Council meeting held on 9<sup>th</sup> March 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

Cllr J Knowles

In attendance:

Mrs K Sheehan (Clerk)

Cllr Jill Haynes (District Councillor)

### 377. Apologies for Absence

Apologies for absence were received from Cllr Rebecca Knox.

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

None.

### 379. To approve the minutes of the Parish Council meeting held on 13<sup>th</sup> January and sign the same

The minutes of the meeting on 13<sup>th</sup> January 2016 were signed as a true record of the meeting subject to the amendment of St John's Ambulance to St John Ambulance

**APPROVED**

### 380. Matters Arising

The Clerk confirmed PCSO Sarah Pilcher would be speaking on internet and telephone fraud at the APA. Councillor Carstairs reported that he had not pursued the issue of flooding on Lower Road with the Environment Agency due to complications in areas of responsibility between EA and DCC Highways.

### 381. Democratic Forum

No matters were raised.

### 382. County Matters

No County report.

### 383. District Matters

Councillor Haynes reported that WDDC was organising a referendum on the Council's governance system which was likely to cost £90k. This was due to a petition with a 'trigger' number of signatures being received. She highlighted that the future of the districts was under the spotlight as part of the current devolution talks. Councillor Haynes reported that there was currently a lot of work going on around bus usage and routes and how to get people to the commercial routes in the future. She added that she was holding a meeting of Parish Council Chairs to further explore issues of devolution. Councillor Baker kindly agreed to attend the meeting on behalf of TPPC (as Cllr Ennals is not available). In response to questions raised by members regarding the Trailway, Councillor Haynes confirmed that work on this was ongoing.

Councillor Haynes left the meeting.

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## 384. Finance

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

Receipts	Detail		Amount
None			£0
Payments	Detail	Voucher	Amount
K Sheehan	Salary/expenses	141	£391.36
D Billen	Toller Times	140	£12.60
		<b>Total</b>	<b>£403.96</b>

**Proposed Cllr D Ennals      Seconded Cllr A Carstairs      RESOLVED for payment**

### ii. End of Year Finance report

The Council noted the end of year bank balances and agreed to give some consideration to placing reserve funds in a high interest bond to yield better returns.

### iii. Amendments to Asset Register

The following amendments to the Council’s Asset Register were made:

- To add Item 13, the portable hard drive
- To dispose of Item 7, the Council’s laptop

Councillor Ennals confirmed he would safely dispose of the hard drive.

### iv. Review of Risk Register

Councillors reviewed the updated Risk Register. No comments or changes were made.

**Proposed Cllr J Miller      Seconded Cllr D Ennals      RESOLVED**

### v. To consider the Council’s obligations under the Transparency Code

Councillors looked at a report prepared by the Clerk outlining the Council’s obligations under the Transparency Code.

**Action: Clerk to clarify the definition of ‘associated papers’ with DAPTC. Clerk to check noticeboard and update documents. Emergency Plan to be reviewed and updated at a future meeting.**

## 385. Amendments to Standing Orders

Councillors considered amendments relating to new procurement guidelines at 30 (a), (b) and (e) as well as an amendment providing for monthly data back-up arrangements at 26(g). Councillor Ennals encourages all members to read Standing Orders regularly.

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

**Action: Clerk to draft Press and Media policy for a future meeting.**

## 386. Mobile Library Service

Members noted that from the week commencing 9<sup>th</sup> May the Mobile Library Service would visit Toller Porcorum fortnightly between 13.55 and 14.10, stopping at the village noticeboard.

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**Action: Clerk to request a second laminated Library schedule for the Post Office. One was already requested for the noticeboard.**

## **387. Telephone Issues**

Councillor Stavenhagen reported a number of telephone line problems which had recently occurred in the village. Councillor Ennals added that after experiencing a lengthy period of poor and non-existent service he had written to the Chief Executive of Openreach to complain. He had also requested that an engineer attend the Annual Parish Assembly to explain the schedule of works, consequences and level of service in the village.

**Action: Councillor Ennals to forward answers from BT to Clerk for contact for attending APA. Clerk to share all BT correspondence with Parish Councillors. Clerk to write to Oliver Letwin MP to make him aware of these recent issues including the planned ducting which may have further repercussions for residents.**

## **388. Queen's 90<sup>th</sup> Birthday Celebrations**

No suggestions were received.

## **389. Planning**

- i.
  - a. **WD/D/14/002974 – PV park adjacent to Rampisham transmitting station - public inquiry to be held in September.**
  - b. **WD/D/15/002958 – Meadow Lark – Approved.**
  - c. **WD/D/16/000164 – Popes Cottage – No objection**
  - d. **WD/D/15/002713 – Lower Farm Cottage - Now withdrawn.**

Members also heard updates on applications relation to Barton Farm (approved), Bridgend (approved), Middle Farm (still under consideration), and the cable route at Rampisham which would be subject to the public inquiry in September.

### **ii. Planning Procedure**

Councillors Stavenhagen and Baker requested that all members be involved in planning applications. Councillor Ennals thanked Councillor Carstairs for his hard work in leading the Council's planning process for the past year and commented that a new procedure would be set up for planning decision making outside of Council meetings. It was agreed that when the electronic planning documents were published, the Clerk would forward to all members for comment which would be collated and any resulting discussion steered by Councillor Carstairs, who would need to request an extension to the deadline date if Councillors could not agree on whether to approve an application. A hard copy would be forward to Councillor Baker. When planning documents fall within the compass of normal Parish Council meetings, Cllr Carstairs would consider these on his own and then make recommendations to the full Parish Council at the next meeting.

**Action: Clerk to amend Standing Order to reflect the establishment of a Planning Working Group and terms of reference.**

## **390. Highways**

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Councillors discussed a recent letter received from Mr Gower of Frogmore Farm in relation to large vehicles causing damage to property in Frogmore Lane.

**Action: Clerk to draft a response to Mr Gower inviting him to participate in a site meeting to be arranged with Highways and other residents who have raised concerns.**

Members also discussed a temporary road closure planned for Lower Road, noting that there would be closures/access disruption taking place:

- Surface dressing in the High Street – 26/4 – 2/5
- Barrowlands – 26/4 – 4/5
- BT road closure School Lane to Frogmore Lane. According to Mr A. Hulthen (Directors Service Office) the dates will now be 16<sup>th</sup> – 27<sup>th</sup> May. However, when the Parish Council receives any further information it will be published in the PC noticeboard and in the Post Office.

Councillor Ennals reported that considerable correspondence had taken place between the Clerk and Highways and it had become apparent that DCC was not going to erect a fence at the embankment location. It was proposed to instruct a Mr P. Warr who Councillor Ennals had previously worked with to erect a fence as soon as possible.

**Action: Councillor Ennals to instruct work on a safety fence at the railway embankment**

### **391. Correspondence**

Reviewing correspondence received by the Clerk on behalf of the Council since the January meeting, Councillors noted that the documents relating to the Badger Lane consultation were publicly available on the internet.

### **392. Items for the PC meeting and Annual Parish Meeting**

Councillor Ennals stated that Mrs Ennals was able to provide refreshments for the Annual Parish Meeting on 11<sup>th</sup> May. It was noted that PCSO Sarah Pilcher would be speaking on internet fraud, and that the Clerk would chase a representative from BT to attend regarding telephone issues in the village, as well as a speaker to demonstrate and answer questions on a defibrillator for the village.

It was agreed to hold the Annual Parish Council Meeting on the following Wednesday, 18<sup>th</sup> May at 7pm.

**Action: Clerk to invite representatives who have received PC donations to the APM, as well as representatives from the Village Hall Committee (AC), Recreation Field Committee (DB) and an update on the Trailway from Mr George Sartin.**

**The meeting closed at 21.25.**