

# Toller Porcorum Parish Council

## Minutes of the Parish Council meeting held on 9<sup>th</sup> November 2016 At Toller Porcorum Village Hall

### Present:

Cllr A Carstairs (Vice Chair)

Cllr C Baker

Cllr J Miller

Cllr D Billen

Cllr J Stavenhagen

Cllr J Knowles

In attendance:

Mrs K Sheehan (Clerk), 6 members of the public and Neville Higman of Tollerford Practice PPG.

### 439. Apologies for Absence

Apologies for absence were received from Cllr David Ennals (Chair) and Cllr J Haynes (WDDC).

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

Cllr Billen declared an interest in the items relating to the budget and the Recreation field by virtue of her position as Chair of the Recreation Field Committee.

Cllr Miller declared an interest in the item relating to the budget due to her position as a member of the PCC. Both members noted they would participate in discussions but not vote on any matter relating to their interests above.

Cllr Baker declared an interest in the item relating to the budget due to his position as Chair of the Village Association.

### 441. Mr N Higman – Tollerford Practice PPG – CCG proposals for primary care in West Dorset

Cllr Carstairs introduced Mr Higman, Chair of Tollerford Practice Patient Participation Group, who spoke about the draft plan from the CCG proposing a rationalisation of primary care in West Dorset. It was noted that a meeting with the CCG had taken place but that many questions remained unanswered. Mr Higman stated that membership of the PPG included all patients of the practice and that the group fulfilled the role of 'critical friend' to the practice. Members heard that the Primary Care Commissioning Strategy and Plan proposed to save money by reducing the number of buildings in the estate. Mr Higman informed members that pages 30 onwards in the document provided 'blueprints' for each of the individual areas of the plan, suggesting a reduction from the current 8 surgeries to between 3 and 5. He noted that it was possible that surgeries might be allocated specialisms – i.e. a contraceptive clinic might operate out of one place. On the positive side it was noted that the buildings in Maiden Newton were recently refitted and the surgery was actively expanding its services. A number of concerns were raised about the impact of the proposals on those who did not have immediate access to transport. Mr Higman confirmed this was a concern of the PPG, who would also emphasise this issue. The timescale would be likely to be 5 years for implementation after the document's proposed ratification scheduled for December. Cllrs Carstairs and Stavenhagen reported that they had submitted various Freedom of Information requests to the CCG based around planning considerations but had been informed that no answers would be available until December.

Mr Higman confirmed that he would keep in touch via the Clerk and Cllr Carstairs thanked Mr Higman for his time.

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**Action: Clerk to send email to all TPPC Cllrs with links to CCG proposals, FOI request page and Tollerford Practice PPG page.**

## **442. To approve the minutes of the meeting held on 14<sup>th</sup> September 2016**

The minutes were duly signed as a true and accurate record of the meeting, subject to the insertion of Cllr Janet Knowles as the seconder of the proposal relating to the WI's defibrillator funding (minute 437).

## **443. Matters arising**

No matters arising that were not already scheduled for discussion on the agenda.

## **444. County Matters**

None.

**Action: Clerk to email Cllr Knox to ask her to send a short written report when she is unable to attend meetings.**

## **445. District Matters**

Apologies from Cllr Haynes were noted.

## **446. Finance and Procedure**

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

<b>Receipts</b>		<b>Oct/Nov 2016</b>			
WDDC	Precept		2750.00		
LCTS Grant		33.00			
<b>2783.00</b>					
<b>Payments</b>		<b>Voucher</b>		<b>Chq No</b>	
Glasdon	Grit bin*	155	bacs	225.80	*Already paid
DAPTC	Clerk's Conference fee	156		40.00	
Cllr D Ennals	Mileage for grit bin disposal	157		13.50	
Toller Village Hall	Hall hire	158		60.00	
Merriott Parish Council	50% CiLCA fees	159		125.00	
Mrs K Sheehan	Salary/exp	160		334.08	
Cllr D Billen	Toller Times	161		4.28	
<b>802.66</b>					

### **Finance Report**

As of 7/11 Current account balance is £10,619.50

Post Nov meeting payments balance will be £10,042.64

The receipts and payments were duly **AGREED**.

### **ii. To review and confirm the Clerk's contract**

The Clerk left the meeting to enable a discussion following the anniversary of her appointment.

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It was agreed that the probationary period was concluded (**Proposed:** Cllr J Miller, **seconded:** Cllr C Baker) and also that the Clerk should now be remunerated at SCP 24 with effect from 1<sup>st</sup> December 2016.

**Action: Clerk to draft letter amending contract accordingly from Cllr Ennals.**

### iii. To consider the Precept and Budget 2017/18

The members considered the previously circulated draft budget. It was noted that in light of the agreed payrise for the Clerk an additional £52 should be added to the staffing budget. A discussion took place about the management of the playground. Cllr Billen reported that there were a shortage of trustees and was hoping to step down in the near future. Councillors agreed that £800 as a donation for this year should be included in the budget to cover grass cutting and insurance costs (**Proposed** Cllr J Stavenhagen, **seconded** Cllr J Miller). Cllr Stavenhagen offered to join the committee and members noted that the Recreation Field Committee would need a meeting to look at its own roles and responsibilities but that the Parish Council recognised that the playground was an important asset and would support it wherever possible. Cllr Baker requested that consideration be given to funding for a laptop and broadband connection for the Post Office to assist with library book orders. Members noted that no service users without broadband access had been identified and it was agreed that should more information emerge, the idea would be considered again in January.

The Clerk asked members to consider allocating funds to a 'service devolution' budget to enable the Council to buy any additional highways services from the DCC Working Together plan. Members agreed to allocate £500 in 17/18 with a view to building up a reserve over time. This was **proposed** by Cllr A Carstairs, **seconded** by Cllr J Miller. The final budget decision would be taken at the meeting in January in time for submission to WDDC by 31<sup>st</sup> January.

### iv. To consider registering for a .gov email address for Council business

The Clerk reported that the planning portal would shortly no longer recognise gmail/hotmail etc accounts for registering council objections/comments to applications. It was therefore agreed to register the Parish Council for a .gov.uk email address through DAPTC.

### v. To review the Asset Register

Members reviewed the asset register. A query was raised about the location of the traffic signs and cones.

**Action: Cllr Baker to contact Martin Wilson about the cones and signs**  
**Clerk to table asset register for consideration in January**

### vi. To review the Risk Register

Members reviewed the Risk Register which was agreed to be up to date.

### vii. To appoint the Council's internal auditor for the 16/17 financial year

Mrs M Harding was appointed as the Council's internal auditor for the 16/17 financial year.

### viii. To consider a request from the WI to fund hall hire for CPR sessions

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Cllr Carstairs reported that as Chair of the Village Hall Committee he had requested that there be no charge for these sessions.

**Action: Clerk to advise WI that there should be no charge for these sessions**

## **447. Planning**

### **i. To consider any planning applications in circulation**

None.

## **448. Highways**

### **i. To receive an update on the fingerpost sign opposite the former Swan Inn**

Cllr Stavenhagen reported that he had received some guidance from Dorset AONB regarding the restoration of fingerposts. The Clerk reported that her other Parish Council were currently restoring a fingerpost and agreed to give the contact details to Cllr Stavenhagen for obtaining a quote.

**Action: Clerk to provide contact details of restorer, Cllr Stavenhagen to organise quote and site visit.**

### **ii. To receive an update on Highways issues**

Members noted that the DCC Highways Sharepoint page was now available to the Clerk with details of verge cutting schedules etc. Cllr Stavenhagen reported that he had again contacted Highways regarding the poor preparation for the surface dressing in the village but had been told no sanding or filling could take place due to budget constraints. He also reported that in response to his request for a restriction on HGVs through the village it had been confirmed that this was not possible.

## **449. Playground**

Discussed under Budget (above).

## **450. Report from the DAPTC AGM**

Cllr Baker reported that a number of proposals had been discussed and would now be submitted to NALC for consideration. These included advisory rules for cyclists to have bells, provision of WiFi in village halls, statutory speed limits in villages.

## **451. Correspondence**

Members noted the correspondence list. No queries were raised.

## **452. Date of the next meeting – Wednesday 11<sup>th</sup> January 2017**

Items for business to include:

- Final decision on 17/18 budget and precept
- Asset register

**Action: Clerk to invite Mr Andrew Martin of DCC Highways to speak at Annual Parish Assembly 2017.**

**The meeting closed at 20.40.**

## **Democratic Forum.**

No questions raised.

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