

WEST MOORS TOWN COUNCIL

MINUTES of the **TOWN COUNCIL MEETING** held on Thursday 26th August 2021 in St Anthony's Church Hall, Pinehurst Road at 7.30pm.

PRESENT:

Cllr K Wilkes – Chair		
Cllr Mrs R Burke	Cllr D Green	Cllr M Hawkes
Cllr Mrs C Holmes	Cllr S Linford	Cllr Mrs N Senior
Cllr D Shortell	Cllr C Way	Cllr T Willats
Cllr Mrs P Yeo		

OTHERS PRESENT: Mrs Judi Weedon (Clerk to the Council)
1 member of the Public

APOLOGIES: Cllr A Clarke
Dorset Councillor M Dyer

21/101 TO RECEIVE DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS – LOCALISM ACT 2011 – DISPENSATIONS FROM SECTION 31(4)
None

21/102 QUESTIONS FROM MEMBERS OF THE PUBLIC
Resident from Blackfield Lane advised members that a cost had now been obtained from Ecology Solutions for a report to send to Natural England and Dorset Council in regard to the Blackfield Farm site. This matter will be discussed at a future council meeting.

21/103 TO APPROVE AND SIGN MINUTES OF THE TOWN COUNCIL MEETING HELD ON 29th JULY 2021.
Having been circulated, the minutes on pages 2736-2739 were agreed, adopted and signed.

21/104 TO APPROVE, ADOPT AND SIGN COMMITTEE MEETING MINUTES
a. **The Report of the Planning Consultative Committee** held on the 5th August 2021 pages 2740-2743 as circulated, was confirmed, adopted and signed.

21/105 TO RECEIVE TOWN CLERKS REPORT

- a. Asset Transfer: No further information
- b. Woodland Trust Trees: Trees for residents as per minute no 537 (December 2020), these are still currently out of stock.
- c. Councillors were asked to test the Carbon reduction tool at <https://zero.giki.earth/> Feedback was that the tool was not easy to use and required inputting lots of personal information. So those who tested it, felt it was not suitable.
- d. Insurance Renewal: This is due on the 1st September. The renewal invitation was received and Came and Company recommended a change of insurer to Hiscox, based on cost and cover. In consultation with Cllr Penny Yeo the current and potential policies were reviewed and it was agreed to remove the skatepark from the policy, as we would be insuring a facility for £200,000 that is very hard to damage. This decision was not taken lightly but in consultation with Came and Co, (please note it is still covered for public liability, it is just damage, fire, theft etc that is no longer covered). After checking the policy from Hiscox it was agreed to renew with them at a cost of £2,892.44
- e. Blackfield Farm minute no 21/093(2) refers: Mr Brenchley has been in touch with Ecology solutions who will come back with a cost and a timeframe for writing a compelling report to protect the land. Once we have these details, members will be asked to consider how they would like to proceed. (see minute number 21/102)
- f. PA Equipment, minute no 21/087 refers: Work to build the new secure storage cupboard in the pavilion has started. Once complete the PA equipment will be delivered.

- g. Westival 2022: The office is waiting for members of the working party to set a meeting date to start organising the event.
- h. Queens Jubilee minute no 21/089 refers: This item is still being investigated

21/106 ACCOUNTS FOR PAYMENT

It was

RESOLVED that the accounts for payment be approved as attached on page 2747 of these minutes. (Cllr's Hawkes and Wilkes to authorise the electronic payments)

Voting: unanimous

21/107 COMMUNITY GOVERNANCE REVIEW CONSULTATION

Members considered the Dorset Council Community Governance Review and after discussion members did not wish to submit any comments.

21/108 'BUILDING COMMUNICATIONS WITH OUR COMMUNITY' WORKING PARTY REMIT

Members reviewed the draft remit for the working party and after brief discussion it was **RESOLVED that the remit for the Building Communications with our Community Working party be accepted, as shown on page 2748 of these minutes.**

Voting: unanimous

21/109 UPDATE: CLIMATE EMERGENCY WORKING PARTY

Cllr Holmes reported on progress with the Queens Canopy (tree planting) and that a Dorset Council officer had offered to assist later in the year, safe routes to school are being worked on, and it is hoped that a leaflet will be printed showing these routes and that the committee is pursuing planting wildflowers on various verges after discussion with DC. It was suggested that talks are held with the local beekeepers association on the best types of wildflowers to plant in the future.

21/110 DORSET COUNCILLOR REPORT

Cllr D Shortell reported on proposed road closures of the A31 (for streetlight and safety barrier replacement) and Station Road (gas main replacement) which are both scheduled during the same time frame, DC have requested that the gas main replacement is rescheduled for a different time. He further reported on the Blue Badge parking consultation and the proposed leisure lagoon an Avon Heath. A copy of the written report is available to view in the Council office.

21/111 INFORMATION FROM MEMBERS

Cllr Mrs N Senior reported on her attendance at the West Moors Allotment Holders Association AGM.

Cllr C Way reported that there is now a new chairman for the Youth Club committee and that the youth leader had resigned. It is hoped to increase the opening days for the club and organisation for the Carols on the Petwyn event has begun.

Cllr Mrs P Yeo reported on her attendance at a meeting with the ecologists looking at excluding the badgers from the cemetery.

Cllr S Linford asked if a letter of thanks could be sent to the youth leader for all her hard work over the years.

Cllr Mrs R Burke reported that the car business being run in Pinehurst Rd/Uplands Rd is causing issues and some of the vehicles have been reported for not having road tax.

Cllr Mr M Hawkes informed members that when he was in the office, he witnessed a telephone conversation from an angry resident who was complaining about cemetery maintenance. On checking the cemetery Cllr Hawkes felt the complaint was unfounded.

21/112 CORRESPONDENCE

All important and informative correspondence is emailed to Councillors as it arrives.
None reported at meeting

The Chair declared the meeting closed at 20.02 hrs

The next meeting of the Town Council will be held on 30th September at 19:30hrs

SIGNED DATE
Chair

Payments made in between meetings			
Payment method	Invoice amount	Invoice date	Details
EB 27.08	£3,205.90		Staff Salaries – Month 5 (August)
Total	£3,205.90		
Payment list dated 26.08.21			
Payment method	Invoice amount	Invoice date	Details
EB 31.08	£480.00	29.07.21	PKF Littlejohn - Assurance review of AGAR Year End 31 March 2021
EB 31.08	£1,544.11	31.07.21	Terrafirma – Grounds Maintenance July 2021
EB 31.08	£100.00	02.08.21	DAPTC – Code of Conduct training for Councillors and Staff
EB 31.08	£107.40	31.07.21	Wicksteed - Fryer Field play area spare parts
EB 31.08	£2,000.00	02.08.21	N Mills Electrical Services – Public Address Equipment
EB 31.08	£48.68	29.07.21	BWB – Water & Sewerage charges for office 09.02 to 28.07.21
EB 31.08	£19.46	01.08.21	XCS - photocopier usage 04.05 to 31.07.21
EB 31.08	£2,892.44	26.07.21	Came and Company – Annual Insurance (Hiscox)
EB 31.08	£23.70	16.08.21	Source for Business – Cemetery water charges 05.02.21 to 05.08.21
EB 31.08	£22.80	13.08.21	Boyd Sport and Play Ltd – 2 x Basketball replacement nets
EB 31.08	£700.00	15.08.21	RHV Tree Specialists – final payment for work on Oak trees at Fryer Field
EB 31.08	£992.73	17.08.21	HM Revenue and Customs – Tax and NI – Month 5
EB 31.08	£1,095.98	17.08.21	Dorset Council Pension Fund – Month 5 - Pension Contributions
EB 31.08	£60.00	18.08.21	AquaCare – Legionella testing August - Pavilion
EB 31.08	£131,995.52	19.08.21	CANVAS – Skatepark works (part payment for completed works so far)
EB 31.08	£35.00	17.08.21	Teccheck - reconfigure onedrive and test
EB 31.08	£1.98	11.08.21	SWWB – Allotment water 17 June to 10 Aug '21
Total	£142,119.80		
Direct Debit and Debit Card payments			
Payment method	Invoice amount	Invoice date	Details
DC 02.08	£77.86	30.07.21	NALC – Training – 'Levelling Up the Environment through Biodiversity' 27.010.21 - Cllrs M Hawkes & Mrs C Holmes
DD 21.08	£84.88	06.08.21	OPUS – pavilion electricity 06.07 to 05.08.21
DD 09.08	£8.40	09.08.21	Sage – August payroll
DD 21.08	£10.46	06.08.21	OPUS - Floodlights electricity 06.07.21 to 05.08.21
DD 21.08	£46.48	06.08.21	OPUS- Council office electricity 06.07.21 to 05.08.21
DD 25.08	£139.74	01.08.21	1 st Connect – 01.07 to 31.07 Pavilion and office broadband & line rental/call charges for office
Total	£367.82		

Terms of Reference

Building Communications Working Party

Remit

To consider how to improve communications channels to/with the local community.

Constitution – 3 Members

- To be elected annually by the Annual Meeting of the Town Council.
- The Working Party is to consist of 3 to 4 members minimum (Cllr's Hawkes, Green and Holmes as elected on the 29.07.21)
- Non-councillors are permitted as members if they can add value to the group.
- The Working Party will be disbanded when it is felt that work is complete.

Aims

1. To improve a two-way communication channel with the local community.
2. To help the Council understand the needs of the local community.
3. Improve the Council's reputation and trust in the local community.
4. To aid with precept setting
5. To provide information on applications/software that may be required
6. To provide details of any cost implications (including but not limited to: staff resources, software, membership of outside organisations)

Roles and responsibilities

Meetings

- The Building Communications Working Party members will call their own meetings as they deem necessary.
- No one person of the Working Group is authorised to act on their own
- Members will hold meetings in a venue that is appropriate for them, it does not need to be the pavilion and a public notice of the meeting (in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972) is not required.

Documentation

- Proper records of the deliberations of the group will be taken by members of the Working Party and kept in the Council Office.
- The report on progress will be given at each relevant council meeting (verbal or written)

Accountability

- The Working Party is advisory only and has no decision-making powers.
- The Building Communications Working Party must not act ultra vires.
- All reports and recommendations will be directed to full council for approval.

Public communication

- The relationship between the Working Party and the media should follow the Council's communications protocol at all times.

Freedom of information /Environmental Information Regulations

The papers and notes/minutes of the working party will be the subject of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 and will be documents that the public may have unless an exemption or exception applies.

Interests

Councillors should treat the working group as a formal meeting of the council for the purpose of the declarations of any interests and withdrawal from the meeting.