

WEST MOORS TOWN COUNCIL

MINUTES of the **ANNUAL TOWN COUNCIL MEETING** held on Thursday 19th May 2022 in St Anthony's Church Hall, Pinehurst Road at 7.30pm.

PRESENT:

| | | |
|------------------|-------------------|----------------|
| Cllr Mrs R Burke | Cllr A Clarke | Cllr D Green |
| Cllr M Hawkes | Cllr Mrs C Holmes | Cllr S Linford |
| Cllr D Shortell | Cllr C Way | Cllr K Wilkes |
| Cllr Mrs P Yeo | | |

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

APOLOGIES: Cllr Mrs N Senior

22/001 TO ELECT A CHAIRMAN OF THE COUNCIL FOR THE YEAR MAY 2022 TO MAY 2023

Cllr Mrs R Burke was proposed and seconded, after a vote Cllr Mrs R Burke was duly elected Chairman to the Council.

22/002 TO RECEIVE THE DECLARATION OF ACCEPTANCE OF OFFICE BY THE CHAIRMAN

Cllr Mrs R Burke signed the Declaration of Acceptance of Office as Chairman and the Clerk received it.

22/003 TO ELECT A VICE CHAIRMAN OF THE COUNCIL

Cllr C Way was proposed and seconded, after a vote Cllr C Way was duly elected Vice Chairman to the Council.

22/004 QUESTIONS FROM MEMBERS OF THE PUBLIC

A local resident asked members if the Council has chased up replies from Natural England in regard to the letter sent to them about Blackfield Farm. He also asked if we had received replies for Chris Chope MP and Dorset Council about the same matter.

It was explained that we had not had a formal reply from Natural England to the letter sent to them in January. The resident suggested that the council write to the Director of Natural England asking for a reply.

It was further explained that a reply from Dorset Council had been received and a copy of this was passed to the resident. A reply from Chris Chope MP had also been received, stating he had contacted Dorset Council and Natural England, he had received a reply from Dorset Council, a copy of which will be emailed to the resident.

It was noted that this Council has recently also sent a letter to Dorset Wildlife Trust highlighting the issues surrounding the Blackfield site.

The resident went on to ask if the council would consider a traffic survey in Station Road and The Avenue, to help with evidence once another planning application for the site is submitted.

It was explained that next week two traffic surveys will be carried out in Station Road and it is hoped that these will provide data that will help. Members felt that the current surveys need to be completed before any more are considered.

There was a discussion about the junction of The Avenue and Station Road and how this was highlighted in the planning refusal and that any evidence to back up issues with the junction would be helpful.

The resident asked that if any future planning application was approved would the council consider a judicial review. Members felt that it was not appropriate to discuss such matters at this time.

22/005 TO RECEIVE DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS – LOCALISM ACT 2011 – DISPENSATIONS FROM SECTION 31(4)
None

22/006 TO APPOINT STANDING COMMITTEES
It was **RESOLVED** that the committees be appointed as follows:

| Finance and GP | Environment | Planning Consultative | Complaints Sub-Committee |
|-----------------------|--------------------|------------------------------|---------------------------------|
| Cllr A Clarke | Cllr Mrs R Burke | Cllr Mrs R Burke | Cllr Mrs R Burke |
| Cllr M Hawkes | Cllr A Clarke | Cllr D Green | Cllr M Hawkes |
| Cllr Mrs C Holmes | Cllr D Green | Cllr M Hawkes | Cllr Mrs C Holmes |
| Cllr Mrs N Senior | Cllr M Hawkes | Cllr S Linford | Cllr Mrs N Senior |
| Cllr D Shortell | Cllr Mrs C Holmes | Cllr Mrs N Senior | Cllr S Linford |
| Cllr C Way | Cllr S Linford | Cllr C Way | Cllr Mrs P Yeo |
| Cllr K Wilkes | Cllr D Shortell | Cllr K Wilkes | |
| Cllr Mrs P Yeo | Cllr K Wilkes | Cllr Mrs P Yeo | |
| | Cllr Mrs P Yeo | | |
| | | | |
| <i>Quorum 4</i> | <i>Quorum 4</i> | <i>Quorum 4</i> | <i>Quorum 3 (from 6)</i> |

22/007 TO APPOINT WORKING PARTY MEMBERS AND OTHER COUNCIL GROUPS/ RESPONSIBILITIES

It was **RESOLVED** that members are appointed as follows:

| Jean Ware Legacy Award (3) | Apprentice/ Vocational Award (3) | Good Citizen Award Panel | Social Media Administrators (2) |
|-----------------------------------|---|--|--|
| Cllr M Hawkes | Cllr D Green | Cllr D Green | Cllr M Hawkes |
| Cllr D Shortell | Cllr Mrs N Senior | Cllr M Hawkes | Cllr Mrs N Senior |
| Cllr K Wilkes | Cllr D Shortell | Cllr S Linford | |
| | Cllr C Way | Cllr D Shortell | |
| | Cllr K Wilkes | Cllr Mrs P Yeo | |
| Business Plan WP | Cemetery WP (3) | Climate Emergency Working Group (3) | WESTIVAL Day group (3 min) |
| Cllr M Hawkes | Cllr Mrs R Burke | Cllr A Clarke | Cllr M Hawkes |
| Cllr C Way | Cllr A Clarke | Cllr Mrs C Holmes | Cllr S Linford |
| Cllr K Wilkes | Cllr Mrs P Yeo | Cllr M Hawkes | Cllr C Way |
| | | Cllr D Shortell | |
| Communications WP (3) | Archivist | | |
| Cllr D Green | Vacant | | |
| Cllr M Hawkes | | | |
| Cllr Mrs C Holmes | | | |
| Cllr Mrs P Yeo | | | |

22/008 TO APPOINT REPRESENTATIVES OF THE COUNCIL TO OUTSIDE BODIES
It was RESOLVED that representatives be appointed as follows:

| Position | No. of reps required | |
|--|----------------------------|---------------------------|
| DAPTC: Town and Larger Parish Committee | 2 | Cllr C Way, Cllr K Wilkes |
| Eastern Area Committee | 2 | Cllr C Way, Cllr K Wilkes |
| Memorial Hall Council Representative | 1 | Cllr D Shortell |
| Youth Club Liaison Representative | 1 | Cllr C Way |
| Footpath Liaison Officer | 1 | Cllr A Clarke |
| Tree Preservation Officer | 1 | Cllr S Linford |
| Allotment Association Representative | 1 | Cllr Mrs N Senior |
| East Dorset Environment Partnership | 1 | Cllr K Wilkes |
| Dementia Friends | 1 | Cllr A Clarke |

22/009 TO APPROVE AND SIGN MINUTES OF THE VIRTUAL TOWN COUNCIL MEETING HELD ON 28th APRIL 2022

Having been circulated, the minutes on pages 2853-2856 were agreed, adopted and signed with the following amendment:

Minute no 21/365A be amended to state 'nothing to add to the report submitted at the Annual Public Meeting'

22/010 TO APPROVE, ADOPT AND SIGN COMMITTEE MEETING MINUTES

a. **The Report of the Environment Committee** held on the 5th May 2022, pages 2857-2858 as circulated, was confirmed, adopted and signed.

b. **The Report of the Planning Consultative Committee** held on the 12th May 2022, pages 2859-2860 as circulated, was confirmed, adopted and signed.

22/011 TO RECEIVE TOWN CLERKS REPORT

- a. Vacancy on Council: no one came forward to call an election within the statutory time period. A poster is now displayed for co-option and 3 residents have expressed an interest.
- b. Asset transfer of Park Way car park and toilets has now been completed.
- c. Road Closure Notices for Jubilee Street parties have been received for Moorlands Road, Forest Road and Fernside Road.
- d. Traffic monitoring will be taking place at 2 sites along Station Road week commencing 23rd May.

22/012 ACCOUNTS FOR PAYMENT

It was

RESOLVED that the accounts for payment be approved as attached on page 2865 of these minutes. (Cllr's Wilkes and Yeo to authorise the electronic payments)

Voting: unanimous

22/013 ANNUAL GOVERNANCE STATEMENT AND STATEMENT OF ACCOUNTS

Members reviewed the Annual Governance Statement and the Annual Statement of Accounts for 2021/22

Members considered each of the Annual Governance statements and all members agreed that they confirmed to the best of their knowledge and belief that the council complied with all the governance statements.

- a) **RESOLVED that the Annual Governance Statement for 2021/22 be approved and signed by the Chair.**

Voting: unanimous

Members then reviewed the figures on the Accounting Statements, it was then

- b) **RESOLVED that the Accounting Statements for 2021/22 be approved and signed by the Chair. A copy of the Accounting Statements is attached to these minutes on page 2866**

Voting: unanimous

22/014 WORKING PARTY UPDATES

A. CLIMATE EMERGENCY WORKING PARTY

Cllr Mrs C Holmes updated members on the future work being carried out: they will be evaluating the Queens Canopy and the wildflower planting. A school safety poster is being worked on, the bi monthly litter picks to continue.

Future work includes investigating whether water fountains are a viable option, consultation re LED lights on the tennis courts and EV charging points. The Working Party had also discussed a community car share scheme but felt that they could not start this from scratch.

B. WESTIVAL

Members were informed that the organising is progressing well with activities organised at the skatepark, a climate corner, a dog bar and 57 confirmed stalls. Members thanked Amie for her hard work in organising this event.

22/015 DORSET COUNCILLOR REPORT

Members received a written report from Dorset Councillors Shortell and Dyer with the latest Covid figures and information on the new Coombe House school for children with special educational needs. A copy of the written report is available in the council office.

22/016 INFORMATION FROM MEMBERS

Cllr C Way reported on his attendance at the DAPTC Eastern Area meeting and the Town and Larger Parish meeting. He confirmed that lots of other Town and Parish Councils had concerns about DC planning procedures and the lack of planning notices to inform neighbours of development as well as a recent government statement about making planning decisions more democratic. He also reported on Boundary issues elsewhere in the county, star council awards and a charter for unitary authorities

Cllr D Shortell reported on the Dorset Council AGM

Cllr A Clarke reported on his attendance at the Dementia Action Group where around 8 people attended. The group have a stall and talk to passers-by about what they do. The library puts on various activities for those with dementia.

Cllr M Hawkes reported that he regularly checks on the saplings at Fryer Field

22/017 CORRESPONDENCE

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

The Chair declared the meeting closed at 20.32 hrs

The next meeting of the Town Council will be held on 30th June at 19:00hrs

SIGNED DATE
 Chair

| Payments authorised in between meetings | | | |
|--|------------------|--------------|---|
| Payment method | Invoice amount | Invoice date | Details |
| Chq 6057 | £100.00 | 09.05.22 | Petty Cash top up |
| Total | £100.00 | | |
| Payments dated 19.05.22 | | | |
| Payment method | Invoice amount | Invoice date | Details |
| EB | £179.06 | 25.04.22 | Terrafirma – Repairs to Petwyn paving and install new bin after vandalism |
| EB | £1,544.11 | 30.04.22 | Terrafirma - Grounds Maintenance for April 2022 |
| EB | £16.85 | 30.04.22 | Roman Group – Lever Arch files for office |
| EB | £3.53 | 19.04.22 | Source4Business – Allotment water charges 15.03 to 15.04.22 |
| EB | £66.00 | 28.04.22 | National Allotment Society – Membership fee |
| EB | £319.20 | 03.05.22 | Gallagher (Came and Co) – Cyber insurance |
| EB | £26.04 | 01.05.22 | XCS - Photocopier usage 29.01 to 03.05.22 |
| EB | £125.00 | 02.05.22 | Fair Account – Internal Audit (AGAR) Jan-Mar 2021.22 |
| EB | £258.00 | 04.05.22 | Xerocad – Feather Flags x 2 for Westival |
| EB | £60.00 | 30.04.22 | St Anthony's Church – Hire of Hall April 2022 |
| EB | £72.00 | 12.05.22 | SLCC - Virtual training (Management in Action) for the Clerk Thurs 9 th July |
| EB | £15.00 | 12.05.22 | Utility Warehouse Club – Westival Stall Fee REFUND |
| EB | £670.00 | 01.04.22 | Vertigo – Westival - water rollers (self-operation) and Climbing wall (operated) |
| EB 31.05 | £1,153.53 | 31.05.22 | HMRC – Tax and NI payments – Month 2 |
| EB 31.05 | £1,157.15 | 31.05.22 | Dorset Council Pension – Pension Contributions – Month 2 |
| EB 27.05 | £3,224.42 | 27.05.22 | Staff Salaries – Month 2 |
| Total | £8,889.89 | | |
| Direct Debit and Debit Card payments | | | |
| Payment method | Invoice amount | Invoice date | Details |
| DC 26.04 | £220.29 | 26.04.22 | Baker Ross – Queen's 70 th Jubilee Party Pack items |
| DC 28.04 | £100.00 | 28.04.22 | Amazon - New Vacuum cleaner for office |
| DC 13.05 | £55.80 | 13.05.22 | Amazon – bunting for Queen's Jubilee |
| DD 30.05 | £420.00 | 30.04.22 | BNP Paribas Solutions -photocopier rental 30.05.22 to 29.08.22 |
| DD 21.05 | £60.93 | 06.05.22 | OPUS – Pavilion electricity supply 06.04 to 05.05.22 |
| DD 13.05 | £14.40 | 12.05.22 | Sage - Payroll 09.05 to 08.06.22 |
| DD 21.05 | £61.11 | 06.05.22 | OPUS – Council Office electricity supply - 06.04 to 05.05.22 |
| DD 21.05 | £40.91 | 06.05.22 | OPUS – Floodlights electricity supply 06.04 to 05.05.22 |
| Total | £973.44 | | |

DRAFT

Section 2 – Accounting Statements 2021/22 for

WEST MOORS TOWN COUNCIL

| | Year ending | | Notes and guidance |
|---|-----------------------|-----------------------|--|
| | 31 March 2021 £ | 31 March 2022 £ | |
| 1. Balances brought forward | 196,930 | 205,317 | <i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i> |
| 2. (+) Precept or Rates and Levies | 146,383 | 146,679 | <i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i> |
| 3. (+) Total other receipts | 33,723 | 210,590 | <i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i> |
| 4. (-) Staff costs | 64,091 | 65,143 | <i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i> |
| 5. (-) Loan interest/capital repayments | 6,938 | 6,938 | <i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i> |
| 6. (-) All other payments | 100,690 | 297,806 | <i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i> |
| 7. (=) Balances carried forward | 205,317 | 192,699 | <i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i> |
| 8. Total value of cash and short term investments | 208,148 | 189,191 | <i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i> |
| 9. Total fixed assets plus long term investments and assets | 709,484 | 872,288 | <i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i> |
| 10. Total borrowings | 55,900 | 50,825 | <i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i> |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes | No | N/A |
| | | | ✓ |
| | | | <i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i> |
| | | | <i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i> |

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

04/05/2022

I confirm that these Accounting Statements were approved by this authority on this date:

19/05/2022

as recorded in minute reference:

22/013b

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED