

**LEIGH PARISH COUNCIL**  
**MINUTES**  
**For Meeting Held At Leigh Village Hall On**  
**17th May 2016 At 7.30pm**

Present: Cllr Scutt(Chairman), Cllr Stillitano, Cllr Bennett, Cllr Smith, Cllr West, Cllr Bugler, DCllr Penfold, the Clerk and 2 members of the public

1. APPOINTMENT OF CHAIRMAN & VICE CHAIRMAN

- 1.1 It was unanimously agreed that CLLR SCUTT WOULD STAND AS CHAIRMAN FOR THE FORTHCOMING 2 YEARS. Proposed Cllr Bennett, 2<sup>nd</sup>:Cllr Smith.
- 1.2 It was unanimously agreed that CLLR STILLITANO WOULD CONTINUE AS DEPUTY CHAIRMAN FOR THE FORTHCOMING 2 YEARS. Proposed: Cllr Bennett, Cllr Smith.
- 1.3 Standing orders were considered and all Councillors present agreed that no alterations were necessary to accommodate Cllr Scutt and Cllr Stillitano from continuing as respective Chairman and Deputy.

2. APPOINTMENT OF COMMITTEE REPRESENTATIVES

- 2.1 Councillors unanimously agreed to take responsibility for:
- 2.2 Village Hall – Cllr Stillitano. Proposed: Cllr Scutt, 2<sup>nd</sup> Cllr Bugler.
- 2.2 Play Park – Cllr Bugler. Proposed: Cllr Scutt, 2<sup>nd</sup> Cllr Stillitano
- 2.3 Boyles Trust – Cllr Smith. Proposed: Cllr Scutt, 2<sup>nd</sup> Cllr Bugler
- 2.5 Finance – Cllr Bennett Proposed: Cllr Scutt, 2<sup>nd</sup> Cllr Bugler.
- 2.4 All councillors agreed to update as required their Business Interest forms and inform the Clerk.

3. APOLOGIES FOR ABSENCE

- 3.1 It was noted that Cllr Bevan had resigned. The Parish Council wished it to be recorded that they send on good wishes for his retirement and thanks for all his help over the past year and in particular the last year. Mr Trevor Evans particularly wanted to highlight the support he had received from Cllr Bevan.

4. DECLARATIONS OF INTEREST

- 4.1 Requirements discussed and responsibility of Councillors to update and complete correctly.

5. TO APPROVE AND SIGN THE MINUTES

- 5.1 It was resolved "THAT THE MINUTES OF THE MEETING HELD 11<sup>th</sup> MARCH 2015 BE APPROVED AND SIGNED BY CHAIRMAN". Proposed: Cllr Scutt, 2<sup>nd</sup>: Cllr Bugler, with the amendment of Cllr Bugler added to those present. Unanimously agreed.

6. FINANCIAL MATTERS

- 6.1 Internal audit completed.
- 6.2 THE ACCOUNTS WERE REVIEWED BY CLLR BENNETT AND CIRCULATED TO ALL COUNCILLORS, CLLR BENNETT WAS HAPPY TO RECOMMEND THEM TO COUNCIL FOR AGREEMENT. Proposed: Cllr Bennett, 2<sup>nd</sup> Cllr Scutt. Unanimously agreed.
- 6.3 THE ASSET REGISTER WAS REVIEWED BY EACH ITEM AND IT WAS AGREED TO ALTER THE VALUE ACCORDINGLY GIVING A TOTAL OF £36,752.00. Proposed: Cllr Bennett 2<sup>nd</sup> Cllr Scutt. Unanimously agreed
- 6.4 THE RISK ASSESSMENT WAS REVIEWED AND ALTERATIONS MADE ACCORDING TO COUNCILS INSTRUCTIONS. Proposed: Cllr Scutt, Cllr Bennett. Unanimously agreed. Cllr Penfold would investigate requirements for Councilors liability. Cllr Bugler highlighted that the Asset Register was linked with agreeing the insurance.
- 6.5 HAVING ASCERTAINED AND CONFIRMED THE ASSET REGISTER THE VALUE IN THE BOX 9 OF THE EXTERNAL AUDIT COULD NOW BE COMPLETED, ALLOWING COUNCILLORS TO CONFIRM THE ACCOUNTING STATEMENT WITHIN THE EXTERNAL AUDIT DOCUMENT. Proposed: Cllr Bennett, Cllr Smith, Unanimously agreed.

- 6.6 Cllr Scutt read out the governance statements and it was resolved that “LEIGH PARISH COUNCIL APPROVED THE GOVERNANCE STATEMENT WITHIN THE AUDIT DOCUMENT FOR YEAR ENDED MARCH 2016”. Proposed: Cllr Scutt, 2<sup>nd</sup> Cllr Bennett. Unanimously agreed.
- 6.7 Clerk’s salary for 2 months. Total: £305.94. Proposed: Cllr Stillitano, Cllr Bugler, Unanimously agreed.
- 6.8 Clerks invoice for 2 months broadband at £10 per month, £20. Proposed: Cllr Stillitano, Cllr Bugler, Unanimously agreed.
- 6.9 Cllr Bennett outlined the history and reasons for the various insurance quotations. Cllr Bugler outlined his concerns regarding the decision at the January meeting regarding self-insurance. He felt that the decision documented in the January Minutes was not proposed and seconded and therefore was not valid. The decision process was discussed and how the decision was agreed at the January meeting reviewed this was still not to the satisfaction of Cllr Bugler. Cllr Bugler proposed that Council accept the quotation of full insurance by Zurich Insurance where all assets except the playground equipment which would only be covered for liability were insured at a cost £ 440.94 . The motion was not seconded and not carried. Cllr Bennett proposed “THAT THE INSURANCE COVER FROM ZURICH INSURANCE OF £421.33 FOR ONE YEAR WHICH PROVIDED STANDARD COVER AND INSURANCE FOR THE STONE CROSS ONLY, BE ACCEPTED. 2<sup>nd</sup> Cllr Smith, Vote For: 5, Against 1
- 6.10 It was resolved “THAT THE PARISH COUNCIL ALLOCATE A FURTHER £3000 FROM THE 2015/16 END OF YEAR TO BE EARMARKED FOR THE PROVISIONAL FUTURE PROJECT / RECREATIONAL ACTIVITIES. Proposed: Cllr Stillitano 2<sup>nd</sup>: Cllr Bugler Unanimously agreed.
- 6.11 Cllr Scutt reported that negotiations were still going ahead but that there were no new developments regarding purchasing land for the new play area. However Cllr Scutt has applied for a £5000 grant, application by 27<sup>th</sup> May 2016 from district council. Cllr Scutt has also received a detailed outline of S106 money and believes there may be a possibility of approximately £13,000 being allocated to the Play area project.
- 6.12 Section 137 sum is £7.42 per elector.
- 6.13 There had been some discussion regarding the name of the walk. Cllr Bennett has liaised with Mr Sinnott about naming the walk after Annie Sinnott. It was resolved THAT THE WALK WOULD BE CALLED “THE ANNIE SINNOTT WALK”. Proposed: Cllr West, 2<sup>nd</sup>: Cllr Scutt Unanimously agreed. A quotation for the cost of plaques for the footpath of £117 has been received. The design was circulated. It was unanimously agreed “THAT THE ROUNDALS BE PURCHASED”. Proposed: Cllr Bugler, Cllr Bennett. Unanimously agreed.
- 6.14 Council discussed the purchase of an engraved granite commemorative plaque to be placed beneath the Oak Tree. Quotations had been received by Trevor Evans. The cost of granite was in the region of £54. The engraving would cost in the region of £1 to £2 per letter. It was agreed that Mr Evans would investigate further and come back to the Parish Council.
- 6.15 Leigh Village Hall invoice £234.00. Proposed Cllr Bennett, Cllr Bugler. Unanimously agreed.
- 6.16 DCC – Invoice for 6 Mallow footpath gates £750.00. Proposed: Cllr Smith, 2<sup>nd</sup> Cllr Bennett. Unanimously agreed
- 6.17. Invoice for internal audit £70.00 to SJ Henstridge. Proposed: Cllr Bennett 2<sup>nd</sup> Cllr West. Unanimously agreed

## 7. AWARDING GRANTS

- 7.1 No applications for grants had been received this year. It was resolved “THAT THE PARISH COUNCIL WOULD GRANT £250 TO GRAVEYARD MAINTENANCE OF THE CHURCH”. Proposed: Cllr Stillitano, 2<sup>nd</sup> Cllr Smith. Unanimously agreed.

## 8. COMMUNITY RESILIENCE PLAN – to come off the agenda

## 9. NEIGHBOURHOOD PLAN

- 9.1 Cllr Smith updated the meeting with development of the Neighbourhood Plan. 2 meetings had been held. It had been decided to go as a single village for the Leigh Neighbourhood Plan. Consultation period ended on the 6<sup>th</sup> May and the Parish Council will received notice shortly. Applications for grants for development of the plan can then be made. A professional plan producer presented to the Steering

Group. There was some concern regarding the costs of professional involvement from Councillors. Cllr Scutt outlined the professional services costs of developing a neighbourhood plan. It was suggested that Councillors should listen to the companies outlining their services themselves when they are next invited to come and talk.

- 9.2 The requirement for Data Protection was discussed. Cllr Scutt will take advice from West Dorset on Data Protection and bring to the next meeting to discuss the provision that the Parish Council needs to take.
- 9.3 It was agreed that any grants received for the Neighbourhood plan will be put into the Parish Council finances and documented accordingly. It was proposed "THAT CLLR SMITH BE ADDED AS A SIGNATORY". Proposed: Cllr Scutt, Cllr Smith unanimously agreed. Cllr Scutt will manage the paperwork.

## 10. TRAFFIC SPEED IN LEIGH

- 10.1 Andrew Denham was introduced and spoke regarding his concern at speeding in the village. He was keen to investigate the use of Static Speed Indication Devices, Speed Camera's and a Speed Watch team. He asked for the support of the Parish Council in investigating possible avenues for reducing speed within the village. Councillors thanked him for his contribution and were keen for him to act as a Traffic Champion. They would like him to come back to the council with some proposals and information of costs. Proposed : Cllr Scutt, Cllr Bugler 2<sup>nd</sup>. Unanimously agreed.

## 11. PLANNING MATTERS

- 11.1 Development at The Smithy, Totnell, Leigh - WD/D15/001342. Email from Paul Dearing indicating that installation of a bat box and a sparrow house and demolition of the buildings between September to February has not been done. That demolition commenced on March 11th 2016, well outside the stipulated time frame, and is ongoing. Councillors suggested that he contact planning directly with his concerns.
- 11.2 Digital Planning Consultation
- 11.3 APPLICATION NO: WD/D/16/000215. PROPOSAL: Erection of two storey side extension and single storey rear extension  
LOCATION; 3 NORTH END, LEIGH, SHERBORNE, DT9 6HR  
PC Comments: No objection. However there is a question regarding how close the new two story extension is to the external single story outhouse. From the Dorset Plan scaled map it measures only 1.5metres from the existing single story outhouse and the new extension looks greater than that?  
Submitted 26/4/16

## 12. CORRESPONDENCE

- 12.1 Restrictions on publication of material by publicly funded bodies.
- 12.2 Dorset Clinical Commissioning Group want your views about health and care in your community.
- 12.3 Consultation re mobile library service proposal
- 12.4 Rural Bus Services Review - Information for Noticeboards/Timetable Case.
- 12.5 Road Closure - Sherborne Road, Leigh, Sherborne at Leigh East Bridge –The road closure will be in force 24 hours each day from 08:00 on 16 May 2016 to 16:00 on 17 June 2016.
- 12.6 EU Referendum - Restrictions
- 12.7 Yetminster and Ryme Intrinsic Neighbourhood Plan Area Designation Consultation.
- 12.8 Minerals and Waste Sites Consultation
- 12.9 Dorset Highways Top 12 Performance - Quarter 4 2015/16
- 12.10. Environment and the Economy Key Contacts

## 13. ITEMS OF URGENT NATURE SUBJECT TO CHAIRMAN'S APPROVAL

## 14. DISCUSSION PERIOD.

15. DATE OF NEXT MEETING.- 19<sup>th</sup> July 2016 – Cllr Bennett, Cllr West apologies.