

Draft Minutes of the Chaldon Herring Parish Council Meeting held on Wednesday 6th November 2024 at Chaldon Herring Village Hall at 7pm.

Present: Cllrs B Guthrie (Chair), J Selfe, P Harvey, D Clarke, S Talbot, T Watkins

Also present: Mrs A Clothier (Locum Parish Clerk), Dorset Cllr M Baker

1. Apologies

Cllr J Ostler

2. Declarations of Interest

There were none.

3. Minutes of the meeting held on the 11th September 2024

The minutes were changed to reflect the fact that the next meeting had been arranged for the 30th October and then changed post meeting to the 6th November.

It was **resolved** that the minutes held on 11th September 2024 be confirmed and signed by the Chair as a true record

4. Matters arising from those minutes

- Acceptance Form – this will be reissued to Cllr Clarke
- Explanation of Digital Dorset – it was explained that this is about the change between analogue and digital – this is a national initiative. The change date has been delayed until beginning of 2027. Dorset Council is encouraging people to make themselves aware of the situation.
- Level passing place between Sailors Return and bottom of Five Marys Hill – the potholes have been partly filled in. Some further work is needed. Cllrs were encouraged to report any potholes to Dorset Council using the website. Several other potholes in the village have also been reported and one is to be reported at Tadnole.

5. Public Participation - members of the public are invited to air any concerns or raise matters of public interest relating to the Parish

There were no members of the public

6. Matters ongoing

- a. To receive an update on the Defibrillator
This is now installed and connected. The defibrillator cost the Parish Council £750 as they were awarded a £500 grant. Installation cost £201. Cllrs asked if more grants could be applied for as further defibrillators could be located at West Chaldon and at Tadnol.
Action: Cllr Guthrie to contact British Hearts to ask about grants.
- b. To receive an update on the Stone bench
The Weld Estate have approved the bench and a location has been agreed. The likely total cost is around £850. It was agreed to put the order on hold until this is discussed further as this is a significant increase from the original estimate. Cllrs would like to see more quotes and try to bring this under £500.

7. Dorset Councillors' Report

A report was circulated in advance of the meeting. The incinerator at Portland has been allowed, despite being opposed by Dorset Council. Cllrs asked if any remedies were being put in place to mitigate against the impact of the incinerator. This is all being looked at.

Wool are moving forwards with their Neighbourhood Plan. It was concluded that the Parish Council are not looking to start a Neighbourhood Plan at present.

8. To discuss appointment of a Locum Parish Clerk and RFO

It was proposed that the Parish Council agree a NALC template short term contract for the Locum Parish Clerk and RFO. This is for a maximum term of 1 year on the agreed Locum rate at 2 hours per week. The wages will go through HMRC PAYE to be compliant. It was **resolved** to approve the employment of a Locum Clerk and RFO.

It was agreed that, for convenience, Cllr Selfe would continue to hold the Parish Council noticeboard keys for the time being.

9. Finance

- (a) To confirm payment of accounts

Payments Requested - November 2024

Date	Payee	Comments	Total £	VAT	
06.11.24	Redacted	Parish Council expenses	830.79	£0.00	
24.09.24	London Heart	Defibrillator	750.00	£0.00	PAID
06.11.24	Terry Newberry	Laptop reset and cable	44.00	£0.00	
06.11.24	DAPTC	2024 Subscription	60.45	£0.00	
06.11.24	Chaldon Herring Village Hall	2023 Hall Hire (replacement uncashed cheque)	70.00	£0.00	
06.11.24	Chaldon Herring Village Hall	2024 Hall Hire	80.00	£0.00	
06.11.24	Alison Clothier	Salary and expenses for October	129.17	£0.00	
06.11.24	HMRC	PAYE for October	28.34	£0.00	
06.11.24	Gibbs Electrical Services Ltd	Installation of defibrillator	201.60	33.60	
		Total amount requested	2194.35	33.60	

The total amount requested is £2194.35. It was **resolved** to make the payment for Parish Council expenses and the cheques were duly signed.

- (b) To confirm the reconciliation of accounts, income and position against budget

The reports were noted.

- (c) To approve the asset register

Description	Location	Owner	Date of Acquisition	Cost of acquisition	Insured Value
Bus shelter	Village green	Parish Council	2000	2,562.00	£15,000 for all Parish Council items
Pinpoint presentation board	God's Pocket	Parish Council	2014	198.00	
Bench	God's Pocket	Parish Council	2014	264.00	
Bench	Village green	Parish Council	2014	339.99	
Bench	Round Jubilee tree	Parish Council	2022	1.00	
Laptop	Clerk's home office	Parish Council	2021	499.99	
Dog waste bin	God's Pocket	Parish Council	2022	152.27	
Goal posts	God's Pocket	Parish Council	2023	360.00	
Finger Post	God's Pocket	Parish Council	2021	1,200.00	
Defibrillator	Sailors Return	Parish Council	2024	750.00	

The asset register was examined and dates given for acquisitions. It was noted that the 2023/24 asset register would be put on the website to meet the requirements of the Transparency Code – this version would not include the defibrillator as this was purchased within the current financial year. It was **resolved** to approve the asset register.

(d) To approve the risk assessment

A draft Risk Assessment was circulated in advance of the meeting. It was suggested that further risks could be added to the assessment around competency so it was concluded that this would be reworded and looked at again at the January meeting.

(e) To receive an update on the banking arrangements.

The bank mandates have been updated but further work is needed to remove old mandates.

Action: Cllr Guthrie to speak to Lloyds about removing old mandates

(f) To consider an interim internal audit – independent this was approved.

An interim audit was discussed and it was concluded that this would be a positive way forwards to assess what needs to be put in place for the end of year. Barker Fox Associates were suggested as thorough and independent auditor for the Parish Council. The interim audit will cost around £100. It was **resolved** to approve Barker Fox Associates to carry an interim audit for the Parish Council.

(g) To consider projects for 2025/26 budget setting

Discussions on a draft budget took place and the budget will be reworked to allow for the Clerk's salary at 2 hours per week and a reduction in grants given. The tax base will be available in December.

10. To approve the Annual Governance Statement 2023/24

The Annual Governance Statement was considered line by line and it was concluded that the Parish Council would answer 'No' to boxes 1,2,4,5,6 and 7. This is due to the AGAR not being approved within the required timescales or published. There were also issues raised with internal controls, internal audit and risk. The Parish Council is moving forwards with making the changes needed to rectify these issues and will also be informed by an interim audit. It was **resolved** to approve the Annual Governance Statement and this was signed by the Chair and Clerk.

11. To approve the Accounting Statements 2023/24

It was **resolved** to approved the Accounting Statements for 2023/24. The Accounting Statement was then signed by the Chair.

12. Planning / Tree works

There were none.

13. Reports

(a) Village Hall

No report.

14. To receive an update on transport & highways issues – to discuss road salt requirements

It was **resolved** to order two dumpy bags of salt at a cost of £108.50 per bag.

15. To consider the Parish Council's view on the motions to be put forward at the DAPTC AGM.

The Parish Council will not be attending the DAPTC AGM.

16. To agree village hall rate for 2025 and meeting dates.

The village hall payments for 2023 and 2024 were agreed and paid. Moving forwards the village hall will charge £100 per year for the Parish Council meetings. The 2025 dates were provisionally agreed as:

Wednesday 15th January 7.30pm
Wednesday 26th March 7.30pm
Wednesday 23rd April 7.30pm
Wednesday 21st May 7.30pm
Wednesday 23rd July 7.30pm
Wednesday 17th September 7.30pm
Wednesday 12th November 7.30pm

The dates will be published on the Parish Council website.

17. Policies

- (a) To adopt a Code of Conduct - It was **resolved** to adopt the Code of Conduct
- (b) To adopt the Standing Orders - It was **resolved** to adopt the Standing Orders
- (c) To adopt revised Financial Regulations - It was **resolved** to adopt the Financial Regulations
- (d) To adopt a Complaints Policy – It was **resolved** to adopt the Complaints Policy

18. Correspondence receive since the agenda was set – there was none

19. Items for the next agenda –

- Stone bench
- Bus shelter
- Defibrillator
- Budget and Precept
- Risk assessment

20. Date of next meeting – Wednesday 15th January 7.30pm

21. **Confidential Matters** – the Chair closed the meeting to move into confidential matters with the following statement:

I propose that due to the confidential nature of the business to be transacted that the press and public are excluded from the meeting under s.1(2) of the Public Bodies (Admissions to Meetings) Act 1960.

The meeting closed at 20.04