

# SHERBORNE ST JOHN PARISH COUNCIL

Minutes of the Sherborne St John Parish Council Meeting held on Monday 19<sup>th</sup> May 2014 at 7.30p.m in The Village Hall, Sherborne St John.

*The Planning Committee met prior to the full Parish Council meeting at 7.00p.m at the same venue. Any comments are recorded below under Planning item.*

## **Present:**

Cllr R Morgan                      Chairman

Cllr N Rougier

Cllr L Agnew

Cllr J Tomlinson

Mrs P Mayo

Parish Clerk

Also present Borough Councillor J Leek and 3 parishioners.

## **14.45. Apologies for absence**

Apologies were received from Cllr S Abraham.

## **14.46. Minutes of the meeting 28<sup>th</sup> April 2014**

14.37d. It was noted that it was the cleaner and not the football club who left the lights on and door unlocked at the Chute Pavilion. The Parish Council apologise to the football club for the inaccurate report.

Cllr Agnew proposed acceptance of the minutes of 28<sup>th</sup> April 2014 as accurate, seconded by Cllr Rougier. Cllr Morgan signed the minutes as Chairman.

## **14.47. Matters arising from the minutes**

There were no matters raised for further discussion.

## **14.48. Parish Matters**

a. Road Safety. While there is no public bus using the Bus Stop by the Village Hall it is used by children catching their school buses.

The Clerk confirmed she had e mailed HCC Andrew Kettlewell to investigate the provision of flashing lights near the Village school as at the Grazeley Green Village School. There were also suggestions for a lollipop lady, double yellow lines and police action to stop the inconsiderate parking around the small road island as it endangers children crossing the road. The Clerk will chase up all the authorities to see if any action can be taken in the near future. **PM**

*At the AGM the Parish Council also agreed to place an article in the Village Magazine to highlight this very dangerous situation.*

b. The Chute Management Committee have requested 2 bins be installed at a cost of £187 each in the car-park and 2 new smaller ones around the recreation grounds.

Cllr Rougier proposed the purchase of the bins seconded by Cllr Tomlinson.

The Clerk will order 2 large bins & find out what the smaller bins will cost and report back to the Parish Council. **PM**

c. Caretaker Job Description. A meeting is to be arranged between John Edwards, Dr Darmady, Mrs McArt, Cllr Morgan & Cllr Abraham to discuss a new job description. **RM/SA/NR**

d. Parish Event/Barbecue 30<sup>th</sup> August 2014.

Cllr Morgan informed the Parish Council that all the necessary arrangements have now been made with flyers already being distributed and tickets printed. He confirmed that while the Parish Council had agreed to subsidise the event it was hoped that it would in fact make a profit that would be donated to the Village Hall. The Councillors present again confirmed that the Clerk could pay the invoices for suppliers to the event prior to the sale of tickets. Cllr Morgan asked the Clerk to keep separate detailed accounts of all receipts and payments made and to inform him if the figure reached £1000 prior to the ticket sales. **PM**

A suggestion was made to have a few stalls as at the Village Fete. Cllr Morgan will contact Marion Welton for information. **RM**

## **14.49. Finance**

a. Audit

The Parish Clerk confirmed that the Internal Auditor had carried out the Parish Council audit on 15<sup>th</sup> May 2014. However he had noted serious failings in the financial control of the Chute Pavilion accounts which must be addressed immediately as they contravene the legislation 'Governance and Accountability for Local Councils- A Practitioners' Guide (England) 2010 Appendix 11' Safeguarding public money.

He highlighted several irregularities which he had noted on the audit form being sent to the external Auditors BDO which they would insist on being rectified immediately.

- i. Non councillors should not have any access to Parish bank accounts and funds.
- ii. There is no segregation between duties - the same person should not be responsible for taking bookings and collecting in monies and receipts.

The Parish Council noted the Clerk's report and agreed to have a meeting as soon as possible to ensure all procedures and accounting functions are amended to conform to the legislation. **ALL**

b. The Councillors reviewed the list of payments made by the Clerk on the Parish Council's behalf since the last meeting and all signed as accurate.

#### **14.50. Correspondence Received**

No correspondence had been received needing action.

#### **14.51. Open Forum**

a. Mr John Edwards presented the Parish Council with a draft of his review of all the gullies in the Village that he had agreed to compile at the last meeting (14.40c). He reported that 40% were totally blocked and many partially blocked or soak a ways full hence any water immediately flooding the roads. He will write a covering letter for the Parish Council so that they can send his spreadsheet, recording all the blocked gullies etc, to the authorities to request immediate action to clear them. The footpaths are also in need of attention. **JE/PM**

*Cllr Morgan asked the Clerk to check a recent e mail from the Fire authorities to see if this was their area of responsibility.*

b. A large pothole by the Bus shelter in Elm Road was reported. **PM**

c. It was noted that the roads were not being swept of debris. The Clerk will contact both HCC & BDBC to see who is responsible for which roads in the Village and request immediate clearance. **PM**

d. One resident noted a neighbouring authority contracted Veolia to clear their footpaths of any overgrowth. As this is the responsibility of the Borough authorities the Parish Council were loath to start paying for this. The Clerk will therefore contact BDBC to ask for action to be taken. **PM**

e. A resident asked if any Councillor was responsible for the 'rights of way' as in the past an annual report had been issued. Mr Wilkinson will make a list of broken styles in the parish area and send it to the Clerk for action. **TW/PM**

f. Public Transport. Concern was again raised about the possibility of the withdrawal of subsidies from buses servicing the area. Cllr Leek again informed the meeting that BDBC spent £600,000 in subsidies for uneconomic routes much more than any other authority and must therefore make decisions to reduce the amount. However he did suggest that anyone concerned with this issue fill in and submit the consultation form issued to review local services.

g. Infrastructure Fund. It was suggested that the Parish Council advertise in the parish to ask for suggestions. The Council is investigating a cycleway/footpath from the Village to Popley. There is a provision for such a project in the Draft Local Plan – cycle way 8, with a budget of £50,000, from the Village to the secondary School. Cllr Tomlinson will include this in her report for the Villager Magazine. **JT**

Cllr Leek suggested the Parish Council join the Hampshire Playing Field Association as they are a source of funds for developing amenities in Village localities. **PM**

#### **14.52. Neighbourhood Plan**

There was no report for the meeting. The next Neighbourhood Plan Committee meeting is on 29<sup>th</sup> May 2014.

The Clerk gave the Chairman an up to date schedule of expenditure on the Plan for his information.

#### **14.53. Planning**

The following applications were discussed prior to the meeting and no objections raised.

14/01110/FUL The Grange Nursing Home

14/00841/HSE 5a Vyne Road

Cllr Leek asked the Council about 14/01007/HSE 14a Manor Road. Although the Parish Council had not raised any objections he had received objections from the neighbours and hoped the application would now go before the Development Control Committee. He also informed the Council that an agricultural building by Weybrook Golf Course had been reported to the enforcement team as it was being used commercially without permission.

It was noted that there was no information yet on the Rocon, Cranes Road application.

The proposed application for 3 houses in Dark Lane has still not been resubmitted. Cllr Agnew will write to Carter Jonas asking for further information on the site.

#### **14.54. Councillors' Comments**

There were no further comments for discussion.

#### **14.55. Close**

The meeting was closed by the Chairman at 9.15p.m.