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Minutes of the Annual Meeting of Sixpenny Handley & Pentridge Parish Council.

Held on Thursday 23rd May 2024 @ 7.30pm.

Item		Action By
1285	Election of Chairman 2024-2025 It was proposed by Cllr Colin Taylor and seconded by Cllr David Chick to appoint Cllr James Reed as Chairman for the forthcoming year 2024-2025. Resolved unanimously.	
1286	Election of a Vice Chairman 2024-2025 It was proposed by Cllr James Reed and seconded by Cllr Colin Taylor to appoint Cllr Simon Meaden as Chairman for the forthcoming year 2024-2025. Resolved unanimously.	
1287	Declaration of Acceptance of Office All elected members completed their Declaration of Acceptance of Office forms for 2024-2025.	
1288	Co-opting for Councillor Vacancies There is currently one vacancy to represent the ward of Pentridge. Mr Ian Mereweather has agreed to be co-opted onto the Parish Council to fill the vacancy. Councillor James Reed proposed and seconded by ClIr David Chick to co-opt Ian Mereweather. Resolved unanimously. Clerk to contact Ian Mereweather to confirm appointment and complete a Declaration of Acceptance of Office form for 2024-25.	Clerk
1289	Attendance & Apologies Cllr James Reed (Chairman) Cllr Simon Meaden (Vice-Chairman) Cllr David Chick Cllr Stuart McLean Cllr Colin Taylor Cllr Andy Turner Cllr Dave Adams Cllr Robert Hassall Also in Attendance Ciona Nicholson (Clerk) Apologies Cllr Piers Brown (Councillor Cranborne Chase) Cllr Rosalie Adams Ian Mereweather	

1290	Public Open Session	
	No members of the public present.	
1291	Declarations of Interest & Grants for Dispensation	
	The following members declare non-pecuniary interests in matters relating to:	
	Cllr Colin Taylor – Pentridge Village Hall & SH Village Hall 1 st Woodcutt Scouts Cllr James Reed – Community Land Trust & Community Speed-watch Cllr Andy Turner – Community Land Trust/Skate-park fundraising group/Sustainable Handley. Cllr David Adams – Sixpenny Handley Sports Facilities/ Allotment Association Cllr Rosalie Adams – Sixpenny Handley Village Hall / Community Fund Cllr Simon Meaden – 1 st Woodcutt Scouts	
1292	Standing Orders & Financial Regulations	
	Prior to the meeting following an examination of the existing Standing Orders (by Cllr Taylor & the Clerk) copies were circulated to all members. With minor amendments, members resolved unanimously to approve.	
	In April 2024 NALC produced new model Financial Regulations which include statutory and non-compulsory obligations. The model regulations are designed to be customised in conjunction with the Standing Orders by resolution of the Parish Council. Prior to the meetin they were reviewed by Cllr Taylor & the Clerk. Cllr Taylor drew members' attention to areas change and specifically to the following reference points which required updating:	
	Procurement • 5.6, 5.7, 5.8, 5.14, 5.17.	
	Members reviewed and resolved unanimously to approve & accept the new Financial Regulations 2024.	
1293	Appoint members of the Planning Committee.	
	See Appendix A	
1294	Appoint members of the Finance & General Purposes Committee.	
	See Appendix A	
1295	Appointment of Representatives 2024-2025.	
	See Appendix A	

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1296	To confirm the minutes of the last Full Parish Council Meeting held 25 th April 2024.	
	The minutes of the meeting having been previously circulated to members were confirmed as correct and was signed by the Chairman. <i>Unanimous</i>	
1297	Matters arising from the last Full Parish Council Meeting held 25 th April 2024.	
	No matters arising.	
1298	To confirm minutes of the Finance & General Purposes meeting held 2 nd May 2024.	
	The minutes of the meeting having been previously circulated to members were confirmed as correct and was signed by the Chairman. <i>Unanimous</i>	
1299	To confirm <i>draft</i> minutes of the Annual Parish Assembly held 10 th April 2024.	
	This item to be moved to the FPC meeting of 28 th June 2024.	
1300	Dorset Council Cranborne Chase Councillor Piers Brown.	
	No report this month.	
1301	On-line Register of Interests.	
	The Clerk reminded Councillors to keep their on-line register of interests up to date. A link will be issued by the Clerk to all Councillors. For existing Councillors, the link must be followed regardless of a 'no change' status to members' interests – the date needs to be changed.	
1302	GDPR Register of Data Processing.	
	This item to be reviewed at a later date.	
	Members completed consent forms agreeing for their details to be retained for the duration of service, the use of personal emails and the publication of these details.	
1303	Filming & Recording Policy.	
	Members reviewed the policy with no amendments required.	
	It was noted that the Parish Council need to adopt a Press & Media policy – Clerk to include on next month's FPC agenda.	Clerk/CT
1304	DAPTC Matters	
	DAPTC continue to provide a very helpful and informative service – Clerk to forward training opportunities to all members.	Clerk
	ers\Parish Office\Documents\Class 4 - How we make decisions\Minutes of Meetings\Full Parish Council\2024-25\Minutes	

05	Highway Matters	
	A public notice received from DC Highways notifying a 5-day road closure of Red Lane at the beginning of June 24 was queried when a contradictory sign installed at the site by Roger Morris Construction for an 8-week closure. The 8-week sign was an error and will be removed.	
	A notice received from Highways regarding urgent work @ Cashmoor to fix a water leak – members noted the traffic lights may cause a risk to health and safety.	
	Clerk to report all overgrown visual splays at Sixpenny Handley junctions.	Clerk
	Enforcement Reference DFY616905148 – A removal lorry operating as garage located on Frogmore Lane has been reported to Dorset Council Highways Department & Planning.	
	Clerk to contact Cllr Piers Brown to confirm Dorset Councils' current verge cutting contractors.	
	Highways Matters – On-site meeting with Cllr Piers Brown and Phil Goodland DC Highway Officer. The specific items below were discussed before a village walkabout:	
	 The area of Minchington in general but specifically the verges have trees growing out of them, pot holes and signage. Village Hall pond (which is a sump for the water run-off from the Council Farms) 	
	 Village Hall pond (which is a sump for the water run-off from the Council Farms) Clearance of grips, gullies and ditches. Opposite the Village Hall pond (behind the hedge) DC community car park soakaway 	
	has never been cleared which would help prevent flooding of Common Road.B3054 heading from Pentridge towards the roundabout on the bend before the Garage there is a severe drop off the carriageway. There has recently been reflector	
	 posts installed but the drop off remains a concern. 5. BT stanchion (yellow cover) situated very close to the A3054 near to Endless Pit - health & safety hazard. 	
	 Located just off the Sixpenny roundabout (at the start of B3081) requires a soakaway to prevent flooding on this corner. It was previously a hole filled with soil rather than drainage material. 	
	Village site visit identified:	
	 No1 Town Farm Place – severely overgrown vegetation to be cut back for highway safety – a letter from Highways. 	
	 The Orchard – corner of the landscaped area has been worn away by large vehicles. Contact rangers and in partnership with PC to repair the wear & tear and prevent further damage. 	
	 Grips gullies & ditches along B3081 -acknowledged the necessity to clear out to the chalk level and clear the ditches at the back between gullies to maximise efficiency. 	
	 Handley Park busy junction – noted. Littlefield Lane /Post Office Lane – identify status believed to be a highway, plan to regularly clear. 	
	regularly clear. 12. Frogmore Lane Development – (In a community capacity), noted the development and concerns for groundwater flooding.	SM/DC
	13. Vehicles causing concern parked along Frogmore Lane (noted)14. Dean Lane sign located in the parish office needs to be relocated to appropriate place.	
	Cllrs Meaden & Chick agreed to assist resident with a hedge boundary with Littlefield Lane to cut it back.	

1306	Rights of Ways	
	No matters to report.	
1307	Allotment Association	
	Cllr Adams (DA) shared photos of the recently cleared vacant plots. Members agreed that local contractor Sam Lister and Cllr Reed have done an excellent job clearing and levelling up the x5 overgrown allotment plots at Common Road.	
	It was noted that a couple of leased plots were significantly overgrown.	
	The action to clear the vacant plots was as a result of a temporary agreement made in October 2023 by the PC to help the AA to manage the Common Road allotment plots.	
	The specific aim of the temporary support was to:	
	 To clear the vacant overgrown plots – ready for re-letting. Administration support – to re-issue tenancy agreements ensuring plot holders to understand the standards that are required. To focus on marketing and the promotion of empty plots, a commitment to maintain cleared vacant plots and help monitor the already leased plots. 	
	Members reflected on this period of time and agreed that the support offered by the PC didn't include governing of their own rules and regulations.	
	The governance issue was highlighted by a recent request to the PC to allow plot holders to keep hens at the Common Road Allotments. Without evidence of a previous precedent to prohibit hens set by the Association the PC were inadvertently granted permission for plot holders to keep them.	
	The Clerk met with plot no 2 holder following the Allotment Associations' AGM -where the PC had been asked to revoke its decision to allow hens to be kept at Common Road.	
	Members agreed that local AA rules should remain the responsibility of the Allotment Association and general matters should be dealt with by the Management Committee. The request to revoke the keeping of hens' agreement was unnecessary. However, the issue of keeping hens and overgrown plots giving rise to an increase in rats <u>must</u> be dealt with by the management committee equally - both issues need to be addressed.	
	No2 plot holders sent a letter to the PC in response to the request to remove the hens. The letter was circulated to those members present.	Clerk/DA
	The Clerk to arrange a meeting with the Chairman of the Allotment Association to re-establish responsibilities and to encourage the AA Committee to strengthen the management roles within the Association and to remain as one Committee with and one Chairman. The PC will not fund any further reparation works as tenants need to be on top of their plots and the sub-Committee and Chairman's' are required to maintain regular inspections.	Clerk

1308	8 Correspondence (*Circulated prior to the meeting)	
	Public notice – Highways 5-day road closure of Red Lane. Roger Morris Construction installed a 8 week road closure notice. Reported to Highways.	
	DFY616905148 – Removal lorry operating as a garage letters from C Chambers & M New. Reported to; Highways Officer, Manager & Planning enforcement (premises on a highway)	
	DFY616898591 – The Bake-house Old property non-residential, change of use, planning application? No record on the planning portal.	
	DFY61444914 - 12 Common Road Office advertising as an Airbnb despite concerns made about safety of the building.	
	Contacted Nord Home with preferred dates to meet – waiting for a response.	
	 Dorset Council Update circulated prior to FPC* 23/5/24 	
	 Dorset Business News circulated prior to FPC* 23/5/24 	
	 DAPTC E-news circulated prior to the FPC* 23/5/24 	
1309	Information for report only.	
	• Sixpenny Handley First School Sports Day to be held on 16 th June 2024 – Groundsman has been notified.	
	 A water leak in the Parish Office WC – water heater has been replaced by the Dorset 	
	 Council Maintenance Team. Cllr Chick reported the barn located on Rushmoor land at Oakley Lane is being used by trespassing youths. Similar activity was witnessed at Lovells' barn just off Back Lane – notify land owners. 	DC/DA
1310	 Parish Council Communication Election results – New Councillor Cllr Robert Hassall. 	AT
	Meeting dates – Parish Office, 6 Town farm Workshops, Sixpenny Handley. TBC – Planning Committee meeting 7.30pm. 6 th June 2024 – Finance & General Purposes meeting 7.30pm 28 th June 2024 – Full Parish Meeting 7.30pm	

Meeting Closed 9.00pm These minutes are to be signed by the Chairman after approval at the next Full meeting of the Parish Council.

Signed;.....<u>28th June 2024</u>

Appendix A Appointments 2024-2025

Chairman	James Reed	
Vice-Chairman	Simon Meaden	
Planning Committee	Ian Mereweather	Rosalie Adams
-	Colin Taylor	James Reed
	David Chick	Andy Turner
Finance & General Purposes	James Reed	Stuart McLean
Committee	Dave Adams	Robert Hassall
	Simon Meaden	Colin Taylor
Community Land Trust	James Reed	Andy Turner
	Ian Mereweather	
Highways & Traffic	James Reed	Andy Turner
Management including street		
lighting.		
6dH Rights of	David Chick	Dave Adams
Way/Trees/Tumuli &	Robert Hassall	
Monuments		
DAPTC & New Legislation	Colin Taylor	Stuart McLean
Youth & School Liaison	Rosalie Adams	Stuart McLean
	Andy Turner	
6dH Village Hall Committee	Rosalie Adams	Colin Taylor
Pentridge Village Hall	Colin Taylor	
Committee		
Sports Facilities & Play Area	Stuart McLean	Andy Turner
The Downsman	Colin Taylor	Stuart McLean
Allotments	Simon Meaden	Dave Adams
Police Liaison & Security	David Chick	Simon Meaden
	Robert Hassall	
Emergency Planning	lan Mereweather	Robert Hassall
Office	Andy Turner	James Reed
Systems/Finance/Webmaster		
Home-watch	Simon Meaden	David Chick Colin Taylor
Sixpenny Handley / Pentridge		
Flood & Emergency Wardens	All Councillors	
Sports Pavilion Caretaker	Dave Adams	Stuart McLean
Deanland Telephone Kiosk	Nick Sherman (Officer)	