

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

**Held on Thursday 23<sup>rd</sup> May 2024 @ 7.30pm.**

Item		Action By
1285	<b>Election of Chairman 2024-2025</b>  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	<b>Election of a Vice Chairman 2024-2025</b>  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	<b>Declaration of Acceptance of Office</b>  All elected members completed their Declaration of Acceptance of Office forms for 2024-2025.	
1288	<b>Co-opting for Councillor Vacancies</b>  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 Cllr 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.	<b>Clerk</b>
1289	<b>Attendance &amp; Apologies</b>  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  <b>Also in Attendance</b>  Ciona Nicholson (Clerk)  <b>Apologies</b> Cllr Piers Brown (Councillor Cranborne Chase) Cllr Rosalie Adams Ian Mereweather	

<p><b>1290</b></p>	<p><b>Public Open Session</b></p> <p>No members of the public present.</p>	
<p><b>1291</b></p>	<p><b>Declarations of Interest &amp; Grants for Dispensation</b></p> <p>The following members declare non-pecuniary interests in matters relating to:</p> <p>Cllr Colin Taylor – Pentridge Village Hall &amp; SH Village Hall 1<sup>st</sup> Woodcutt Scouts  Cllr James Reed – Community Land Trust &amp; 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<sup>st</sup> Woodcutt Scouts</p>	
<p><b>1292</b></p>	<p><b>Standing Orders &amp; Financial Regulations</b></p> <p>Prior to the meeting following an examination of the existing Standing Orders (by Cllr Taylor &amp; the Clerk) copies were circulated to all members. With minor amendments, members resolved unanimously to approve.</p> <p>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 meeting they were reviewed by Cllr Taylor &amp; the Clerk. Cllr Taylor drew members' attention to areas of change and specifically to the following reference points which required updating:</p> <p style="padding-left: 40px;"><b>Procurement</b></p> <ul style="list-style-type: none"> <li>• 5.6, 5.7, 5.8, 5.14, 5.17.</li> </ul> <p>Members reviewed and resolved unanimously to approve &amp; accept the new Financial Regulations 2024.</p>	
<p><b>1293</b></p>	<p><b>Appoint members of the Planning Committee.</b></p> <p>See Appendix A</p>	
<p><b>1294</b></p>	<p><b>Appoint members of the Finance &amp; General Purposes Committee.</b></p> <p>See Appendix A</p>	
<p><b>1295</b></p>	<p><b>Appointment of Representatives 2024-2025.</b></p> <p>See Appendix A</p>	

<p><b>1296</b></p>	<p><b>To confirm the minutes of the last Full Parish Council Meeting held 25<sup>th</sup> April 2024.</b></p> <p>The minutes of the meeting having been previously circulated to members were confirmed as correct and was signed by the Chairman. <i>Unanimous</i></p>	
<p><b>1297</b></p>	<p><b>Matters arising from the last Full Parish Council Meeting held 25<sup>th</sup> April 2024.</b></p> <p>No matters arising.</p>	
<p><b>1298</b></p>	<p><b>To confirm minutes of the Finance &amp; General Purposes meeting held 2<sup>nd</sup> May 2024.</b></p> <p>The minutes of the meeting having been previously circulated to members were confirmed as correct and was signed by the Chairman. <i>Unanimous</i></p>	
<p><b>1299</b></p>	<p><b>To confirm <i>draft</i> minutes of the Annual Parish Assembly held 10<sup>th</sup> April 2024.</b></p> <p>This item to be moved to the FPC meeting of 28<sup>th</sup> June 2024.</p>	
<p><b>1300</b></p>	<p><b>Dorset Council Cranborne Chase Councillor Piers Brown.</b></p> <p>No report this month.</p>	
<p><b>1301</b></p>	<p><b>On-line Register of Interests.</b></p> <p>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.</p>	
<p><b>1302</b></p>	<p><b>GDPR Register of Data Processing.</b></p> <p>This item to be reviewed at a later date.</p> <p>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.</p>	
<p><b>1303</b></p>	<p><b>Filming &amp; Recording Policy.</b></p> <p>Members reviewed the policy with no amendments required.</p> <p>It was noted that the Parish Council need to adopt a Press &amp; Media policy – Clerk to include on next month's FPC agenda.</p>	<p><b>Clerk/CT</b></p>
<p><b>1304</b></p>	<p><b>DAPTC Matters</b></p> <p>DAPTC continue to provide a very helpful and informative service – Clerk to forward training opportunities to all members.</p>	<p>Clerk</p>



<p><b>1306</b></p>	<p><b>Rights of Ways</b></p> <p>No matters to report.</p>	
<p><b>1307</b></p>	<p><b>Allotment Association</b></p> <p>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.</p> <p>It was noted that a couple of leased plots were significantly overgrown.</p> <p>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.</p> <p>The specific aim of the temporary support was to:</p> <ul style="list-style-type: none"> <li>• To clear the vacant overgrown plots – ready for re-letting.</li> <li>• Administration support – to re-issue tenancy agreements ensuring plot holders to understand the standards that are required.</li> <li>• To focus on marketing and the promotion of empty plots, a commitment to maintain cleared vacant plots and help monitor the already leased plots.</li> </ul> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>Clerk/DA</p> <p>Clerk</p>

<p><b>1308</b></p>	<p><b>Correspondence</b> (*Circulated prior to the meeting)</p> <p>Public notice – Highways 5-day road closure of Red Lane. Roger Morris Construction installed a 8 week road closure notice. Reported to Highways.</p> <p>DFY616905148 – Removal lorry operating as a garage letters from C Chambers &amp; M New. Reported to; Highways Officer, Manager &amp; Planning enforcement (premises on a highway)</p> <p>DFY616898591 – The Bake-house Old property non-residential, change of use, planning application? No record on the planning portal.</p> <p>DFY614444914 - 12 Common Road Office advertising as an Airbnb despite concerns made about safety of the building.</p> <p>Contacted Nord Home with preferred dates to meet – waiting for a response.</p> <ul style="list-style-type: none"> <li>• Dorset Council Update circulated prior to FPC* 23/5/24</li> <li>• Dorset Business News circulated prior to FPC* 23/5/24</li> <li>• DAPTC E-news circulated prior to the FPC* 23/5/24</li> </ul>	
<p><b>1309</b></p>	<p><b>Information for report only.</b></p> <ul style="list-style-type: none"> <li>• Sixpenny Handley First School Sports Day to be held on 16<sup>th</sup> June 2024 – Groundsman has been notified.</li> <li>• A water leak in the Parish Office WC – water heater has been replaced by the Dorset Council Maintenance Team.</li> <li>• 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.</li> </ul>	<p><b>DC/DA</b></p>
<p><b>1310</b></p>	<p><b>Parish Council Communication</b></p> <ul style="list-style-type: none"> <li>• Election results – New Councillor Cllr Robert Hassall.</li> </ul>	<p><b>AT</b></p>
	<p>Meeting dates – Parish Office, 6 Town farm Workshops, Sixpenny Handley.  TBC – Planning Committee meeting 7.30pm.  6<sup>th</sup> June 2024 – Finance &amp; General Purposes meeting 7.30pm  28<sup>th</sup> June 2024 – Full Parish Meeting 7.30pm</p>	

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;.....28<sup>th</sup> June 2024

**Appendix A**  
**Appointments 2024-2025**

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