

Charminster Parish Council
Minutes of the meeting held on Tuesday 3rd October 2023
at Charlton Down Hall at 7pm

Present:

Mark Simons (MS) (Chair)
Carol Matthews (CM) Vice Chair
Peter Dangerfield (PD)
Alan Rolls (AR)
Oliver Greenaway (OG)
Louisa Swabey-Payne (LSP)

Tim Yarker (TY)
Richard East (RE)
Keith Beeson (KB)
Richard Wareham (RW)
Julie Jackson (JJ)

In attendance: Michele Harding (Clerk) Caroline Elliman (Assistant Clerk) and 1 member of the public.

- 23/10-1. Welcome and Chairman's address.** The Chair welcomed all to the meeting.
- 23/10-2. To receive apologies for absence-** Sue Frazer (SF) Cllr David Taylor (Ward Cllr)
- 23/10-3. To receive declarations of interest or consider any grants of dispensation – none.**
- 23/10-4. To approve the minutes of the PC meeting held on 5th September 2023 and sign the same.**
Minutes were approved as an accurate record of the meeting and signed.
Proposed RW Seconded AR. All agreed.
- 23/10-5. To receive matters arising from the above minutes (for information only).**
KB asked for the password to log into the DAPTC website.
KB commented that he and PD had supplied a spec for the hedge suggested for Broken Cross which they wished the PC to consider. CM had the day of the meeting spoken to a contractor about another matter who has 40 substantial Laurel plants ready to be planted at £20 per pot plus planting costs. The Cllrs discussed the hedge at length and agreed that costings will be gathered for both the spec and the purchase of the laurel plants including planting for the November meeting.
- 23/10-6. Public Discussion Period-** MS suspended the formal part of the meeting for public participation.
The Customer relations manager of Selwood House attended the meeting to introduce himself and talk about how the care home can get involved in the community.
MS commenced the formal meeting again.
- 23/10-7. To receive recommendations from the Charminster Movement Strategy working group.**
TY reported that the Traffic working group had met and had a useful meeting, the notes and report from TY had previously been circulated to Cllrs. TY explained that the group had addressed the main topics, and placed the aims and themes in order of importance that came from the consultation as requested by the consultants. Cllrs had hoped that the consultants would have come forward with suggestions from the data collected, also there had been a long gap between the consultation to date but this may be due to changes in staff. The group would inevitably like to have a cohesive traffic plan for the village that can be used as evidence to take to Dorset Council Highways teams to look at the traffic flow in and around the village. The Ward Cllr David Taylor had attended the meeting of the working group and is keen to support the PC with this project having links at Dorset Council. The next stage is to send off the report to New Master Planning and ask that a meeting is held with Cllrs to discuss the next steps.
KB proposed that the PC accepts the report and notes and invites a member of the consultants to a meeting of Cllrs. Seconded by RW. All agreed.
- 23/10-8. To consider the location for the EV charging points in Charlton Down and Charminster**
The PC had received emails from the Charging Ahead Team at Dorset Council who had invited sites in both Charminster and Charlton Down to come forward, the project is 100% funded, which has come from a grant from central government. The chargers would be the

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fast chargers that would charge a medium sized car in 2.5 hours. The space required for the charger would be 1.5 parking spaces per charging space so in effect 3 car parking spaces would be left available all the times for EV charging. The landowner would gain some income from the installation and more details had been supplied on the installation. KB queried who would use it. After some discussion it was agreed that the PC would arrange a site meeting with the team to discuss this further looking at sites at Charminster Community Hall Car Park as well as a site in Charlton Down.

23/10-9. Finance and General Purposes

a. To consider the updates to the Standing Order and Financial Regs and recommendations from the F & GP

The F & GP WG met on 27th Sep, the report and recommendations had been circulated. The update to the financial regulations was proposed by CM and seconded by RW. All in favour. The Standing Orders was discussed at length with some further queries from KB on the structure and content of the document. KB proposed that the PC look at the document in more detail no seconder came forward.

CM proposed that they are accepted as they are following the F&GP meeting, Seconded by RE Cllrs voted 5 votes For, 3 against and to 2 abstentions, motion carried.

b. To consider the grant awarding policy

RW explained that the current policy for awarding grants is out of date, the F & GP group recommended the new document to be adopted in conjunction with a template for a Grant Awarding Form. Proposed RW Seconded CM Cllrs voted 9 For and 1 abstention.

c. To consider the removal of the metal post in the nature area- MS offered to do this.

d. To agree to noting all incidents reported on Council property for insurance purposes-

Following a discussion about incidents that occur and are reported to the Council, these should be noted in case of any future issues, this will be noted in the minutes.

Proposed CM Seconded RW all agreed.

e. To agree the TOR of the F & GP working group- the Terms of reference are out of date and the group act as a working group so the TOR are to be updated, it was felt the template needed more work so will be discussed further at the November meeting.

f. To agree to a review of policies for a future meeting- it was noted that there are some policies either out of date or not in place, it was agreed to carry out a policy review over the coming months. Proposed CM Seconded RW All Agreed.

The clerk had supplied a report of updates on quotes since the last meeting.

g. To consider the quotes gathered for the tree works based on the tree report of May 2023

Following the tree survey carried out and report supplied in May, contractors were invited to quote on the spec in the report for the tree works required within 18 months, the Clerk had gathered 3 quotes on this basis and circulated this to all at the meeting.

Councillors proposed Toller Tree Care to carry out the works.

Proposed CM Seconded OG All agreed.

h. To consider the Tree quotes for the Charlton Down Community Orchard- it was agreed to award the works to Acorn to Oak Tree Services. Proposed TY Seconded MS all agreed.

i. To consider the quote for the installation of the Football Goals- Rolls landscaping had supplied a quote for the installation, they would also be asked to include the setting up of the goals. This would be agreed with a cost of no more than £200.

Proposed KB Seconded RE All agreed.

The quotes report also noted that further costs are still being gathered for the fencing at the hall, roof of the bin store and replacement fencing at Broken Cross.

The clerk was thanked for producing a comprehensive report of the quotes for consideration.

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j. To receive the monthly finance reports and check bank reconciliation.

The Reports had been circulated and MS carried out the checks at the meeting.

KB asked as per the financial regulations if there were any variances for noting, the Clerk none noted at this time.

k. To approve all payments due and those paid since the last meeting.

These were accepted, proposed by KB and Seconded by CM

23/10-10. To receive a report on the activities for the Charminster Community Hall

Councillors commended the Assistant clerk on the comprehensive report supplied showing the income and expenditure since April, the types of bookings, and the maintenance in hand. She also reported on the Health and Safety and risk assessment training that is needed, some of this can be provided by DAPTC. The assistant clerk commented that the first aid kit had been used so this will be replenished. The incident was reported in the accident book. Councillors commented that the Community Hall is very well run but asked how it is marketed. The Community Hall is on Facebook the website and contacts in the Pilot also by word of mouth in the community, Dorset Council book the hall for various meetings. PD suggested a full piece in the Pilot which he would draft. LSP asked if there could be an online booking calendar, it was also suggested that the Community Hall could have its own website, this will be investigated as well as the current PC website to make some improvements this will be investigated for the December meeting.

Proposed CM Seconded TY

23/10-11. To consider any Planning Matters- none in circulation

23/10-12. Matters for information and Interest-

RE commented on the new code for the tennis court as children are going in and throwing balls around, MS will arrange to change the code more often. The PC no longer takes cash payments and will be moving to a new system of booking and taking payments online over the coming months.

The new waist coats are now in stock for carrying our PC inspections and were handed out. RW highlighted that the goal mouths at Charlton Down need looking at, costs to be gathered.

23/10-13. To confirm the date and items for the next meeting on 7th November 2023 at Charminster Community Hall. TBC

There being no further business MS closed the meeting at 20.15.