**Iwerne Courtney & Stepleton Parish Council Meeting Minutes (Annual Parish Council Meeting)**

**Date:** 22nd May 2024 **Venue**: Shroton Village Hall

**Present:**  Clllr Gredley, Cllr Hewitt, Cllr Barrett, Cllr Christmas, Cllr White

**In attendance:** David Green The Clerk

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| **Agenda Item** | **Discussion Points** | **Action** |
| **1. Election of the Chairman of the Parish Council** | **Cllr Gredley** offered to serve as the Chairman of the Parish Council for 2024 – 2025, being proposed by Cllr Hewitt and 2nd Cllr Christmas; Cllr Gredley duly signed the Acceptance of Office as Chairman of the Parish Council. |  |
| 2. **Election of the Vice-Chairman** | **Cllr Hewitt** was nominated to serve as Vice Chairman and this was unanimously supported. Cllr Hewitt accepted the position of Vice-Chairman. |  |
| **3. Councillors Acceptance of** **Office** | All Councillors signed Acceptances of Office.It was noted that the Register of Interests facility is currently unavailable. The Clerk will notify all when this service resumes, though it seems unlikely that an extension to the due date for submission (currently 30th May) will be granted.The Clerk noted there are training courses on offer to all Councillors which are worth considering and the ‘Induction Pack’ is a good source of information. Cllr White introduced himself to the Parish Council.  |  |
| **4. Minutes of Previous Meeting** | The Minutes of the meeting held on 20th March 2024, having been previously circulated, were agreed and duly signed by the Chairman. |  |
| **5. Chairman’s Announcements**  | The Chairman delivered his Annual Report for 2023/2024 in the Annual Parish Meeting which is separately minuted.  |  |
| **6. Declaration of Interests** |   None received. |  |
| **7. Matters Arising**  | Covered by other agenda items |  |
| **8. Adoption of the General Power of Competence** | The Clerk explained the background to the ‘General Power of Competence’ enacted by the Localism Act 2011. This replaces the specific powers under which Parish Councils act and the use of s.137 expenditure power; its effect is as a ‘power of first resort’, enabling the Parish Council to act as an individual could act in virtually every respect. The Parish Council meets the criteria for eligibility, being 2/3 elected and employing a CiLCA qualified Clerk.It was unanimously agreed to adopt the General Power of Competence.  |  |
| **8.** **Democratic Period:** a. Dorset Councillor Somperb. Public & Parish Council  | 1. **Dorset Councillor Somper**  - apologies received, no report
2. **Public and Parish Council Participation -** Cllr White raised a query in relation to the Village defibrillator; he had been approached and asked if the local defibrillator could be reached in within 3 minutes. It was noted that the defibrillator, at the Village Hall. is not owned or maintained by the Parish Council, and it may not be accessible by all in the village within 3 minutes. The Council agreed to explore the possibility of taking on the maintenance costs of the device and possibly acquiring, installing and maintaining another machine in the village, maybe with community funding assistance.
 |  **Clerk to investigate insurance position if taking on responsibility for the current machine and/or acquiring an additional machine**.  |
| **9. Parish Council Representatives**  | **Parish Council Representatives – it was agreed to appoint representatives to these roles for the forthcoming year:****Play Area –** Cllr Hewitt**Footpaths –** Cllr Hewitt**Highways –** Cllr Barrett**Website –** Cllr Christmas**DAPTC –** Cllr Gredley/The Clerk**Environmental –** Cllr White**Flooding countermeasures –** Cllr Gredley**Councillors to advise on areas of representation as appropriate or discuss matters pertinent to representative role:****a) Play Area Report –** It was noted that an unsolicited quote had been received for Play Area refurbishment. It was agreed to take no further action in relation to this. Cllr Hewitt reported that toadstools were still an issue but Epsom salts were proving to be a very effective remedy. **b) Parish Footpaths and Bridleways –** Cllr Hewitt reported that rubble had kindly been spread on the path near adjacent the Cow Ground and this had alleviated the flooding problem to a degree, however Councillors agreed that if more rubble was available, it would be helpful if this could be laid down. **c) Dorset Council Highways –** Cllr Barrett has emailed the Community Highways Officer concerning the white lining question. The request for a dropped verb concerning General Wolfe Close had been acknowledged by Sovereign Housing Association. **d) The Glebe & Parish Trees** Cllr Hewitt noted that the risk assessment for the Shrotonbury Festival event on the Glebe had not yet been received. The grant of planning approval for the removal of the Lombardy Poplars was noted, however Cllr Hewitt expressed concern regarding the imposition of a planning condition being the planting of two black maples. The Parish Council had not been consulted concerning this condition. The Clerk agreed to make enquiries with the Dorset Council Tree Team.Cllr Barrett suggested that consideration could be given to planting a small orchard at the Glebe, possibly apple or plum. It was agreed that was a good idea which will be given further consideration although the management aspects would have to be carefully considered. It was agreed that a planting scheme in the memory of Tim Sullivan would be widely supported. **e) Allotments** **I**t was noted that there is one current vacancy and no-one is currently on the waiting list. Local enquires will be made to establish if anyone is interested in taking on the two plots. **d) Parish Council Website Development**Cllr Christmas is meeting the Village Hall committee to discuss the integration of PC & Village Hall websites.  **e) DAPTC**The Clerk noted that there has been a large amount of post-election correspondence, Councillors should consider the training courses on offer and the E-Newsletter is usually worth a review. | **Clerk to write to Dorset Councils Tree Team** |
| **10. Planning Matters** | 1. No new planning applications tabled at this meeting. An updated version of the register had been circulated to the Parish council
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| **11. Finance Matters** | 1. AGAR Certificate of Exemption 2023 – 2024 signed by the Chairman and RFO.
2. AGAR Section 2 Accounting Statements 2023 – 2024 signed by the Chairman and RFO.
3. AGAR Annual Governance Statement 2023-2024 signed by the Chairman and RFO
4. Retrospective payments approved:

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| **Paid date** | **Supplier** | **Description** |  **Cost**  |
| 21/03/2024 | David Green | Expenses |  £39.24  |
| 28/03/2024 | David Green | March 2024 pay |  £290.80  |
| 08/04/2024 | The Community Heartbeat | Defib Pads |  £73.14  |
| 15/04/2024 | HMRC | PAYE Q4 2023/2024 |  £210.60  |
| 29/04/2024 | David Green | April 2024 pay |  £290.80  |
| 13/05/2024 | Judith Hewitt | Display boards re D DAY 80 | £237.30  |

New expenses approved:

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| **Date** | **Supplier** | **Reason**  |  **Cost**  |
| 01/04/2024 | DAPTC | 2024/2025 subscription |  £ 196.65  |
| 15/04/2024 | Clear Councils  | Annual PC insurance |  £ 702.54  |
| 04/05/2024 | J P Consultants | Internal Audit |  £ 75.00  |
| 09/05/2024 | IVLM Ltd | Mowing the Glebe |  £ 208.00  |
| 17/05/2024 | Judith Hewitt | Epsom salts etc | £ 14.49  |

 1. Chairman and RFO signed Fixed Assets & Property Log – revised April 2024
2. Chairman and RFO signed Risk Assessment – revised April 2024
3. Cash book to 17th May 2024 signed by Chairman. The Clerk reported that the financial position is healthy, both the precept and VAT repayment have been received, the current account balance stands at £ 12, 670.94, deposit account at £10,000 and the general reserve at £ 3,290.10.
4. Financial Regulations – the Council agreed to adopt amended Financial Regulations following the National Association of Local Councils model regulations.
 | **Clerk – AGAR completion & submission of Cert of Exemption to External auditor** |
| **12. Correspondence** | **Emails received by the Clerk for statutory matters and council business are sent onto the Council by the Clerk and itemised for discussion at the next council meeting**.1. Clerk’s email round ups sent between 15th March to 17th May 2024 was acknowledged by council members at this meeting.

**b**. A request had been received to undertake stream clearance in preparedness for the summer. It was agreed to ask the writer to contact Cllr Barrett concerning this work. **c**. The response of the Enviironment Agency to Cllr Gredley’s letter concerning the lack of fish & vertebrates in the stream was noted. It is apparent, in view of the clear water tests conducted at the Trout Farm, that any issues concerning pollution run-off lie somewhere between there and Shroton.  |  |
| **12. Other Matters for discussion/information and tabling for next meeting** | **a)** Website update/progress**b)** Next meeting date – **Wednesday 17th July 2024** at 7.00 pm |  |

**The presiding Chairman declared the meeting closed at 8.15 pm**

**Presiding Chairman ………………………………………… Date……………………………………………..**

**Iwerne Courtney & Stepleton Parish Council**