

Throop and Holdenhurst Village Council
FULL COUNCIL MINUTES

Wednesday 23rd February 2022 – 7:00pm

Village Hall, Holdenhurst Village Road, Dorset BH8 0EE

Present: Cllr S R Fisher (Chair), Cllr T Blackmore, Cllr N J Corcoran, Cllr J-A Houldey and Cllr M J Waters

P Biles (Clerk)

Public attendance- 7

1. Apologies for Absence (106/21)

Apologies received from Cllr. L W Sabih

2. Announcements (107/21)

a) SANG management plan coming before council 9th March deferred to item 11 of the agenda.

b) Jubilee Parties – there are 3 parties planned –

1- Sunday afternoon tea in Throop at Mill Cottage on the 5th June,

2- Friday ‘street party’ on the Green at Holdenhurst on 3rd June

3- Monday celebration lunch at Holdenhurst Village Hall Lunch Club on 6th June.

3. Declarations of Interest (108/21)

No Declarations of Interest

4. Minutes of Previous Meeting (109/21)

Minutes agreed and signed by chair

5. Public Participation/Questions (110/21)

No matters were raised by members of the public present at the meeting

The chair reiterated the process of how to ask questions to the council, by writing to the clerk, and encouraged the public to do so if they wish.

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6. Matters Arising from Previous Meeting (111/21)

The clerk referred to 2 reports, copies of which had been previously circulated to council members.

Report 1 – Queens jubilee trees.

The Chair introduced the report and highlighted elements that she felt might be helped by further explanation. As there was a number of apparent discrepancies between the introduction and the detail/recommendations contained within the submitted report, further comments and clarification were invited from councillors. Cllr. Waters commented that his understanding is that report before the council did reflect the final position with regards to the number of trees siting and the costs involved requiring funding by the village council. With respect to the timetable for planting, the report recommends undertaking the actual planting before the end of the growing season.

At the conclusion of the discussion, Council resolved to delegate authority to the Village Clerk to:

- a) *Contract with BCP council for the supply and planting of two trees as detailed in paragraph 3.1 of the report at a cost to the council of £400.80.*
- b) *Obtain two commemorative plaques as detailed in paragraph 3.2 of the report at a cost to the council of £106.40*
- c) *Publicise the initiative and advise village councillors of feedback and recommendations concerning the actual event date and final details.*
- d) *Seek further advice from BCP concerning the best of year to plant the trees taking into consideration the period of celebratory events.*

Proposed by Cllr N J Corcoran, Seconded by Cllr M J Waters

Vote- Unanimous.

Report 2- Holdenhurst Notice Board

The Village Clerk introduced this report and invited comments from councillors before voting upon the report's recommendations.

At the conclusion of the discussion, Council resolved to delegate authority to the Village Clerk to:

- a) *Accept the quote submitted by Lawrence Wickham to supply the required noticeboard, fully varnished, at a cost to the council of £1550.*
- b) *Contract with Bournemouth Christchurch and Poole Council to carry out the installation work as outlined in paragraph 3.2 of the report at a cost of £75.*
- c) *Publicise the date and arrangements for the installation of the Holdenhurst noticeboard to residents and interested parties.*

Proposed by Cllr N J Corcoran, seconded by Cllr J-A Houldey

Vote- Agreed 5, Against 1

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At this point in the meeting the Chair permitted a question from a member of the public as the question concerned the absence of an expected report on a possible village war memorial. (Ref minute no 101/21)

After some deliberation, it was reported that due to time and workload pressures caused by responding to recent BCP consultations, it had not been possible to meet this particular deadline. Cllr. Waters also expressed his disappointment that the matter had not been dealt with in time for this meeting and the Village Clerk agreed that every effort would be made to bring a report to the April Council meeting with final recommendations for consideration.

7. Clerk's Report (112/21)

1. The clerk produced a report to show the councils expenditure to date and that the finances have been reconciled. The clerk stated he will produce a report to show expenditure against budget for the next full council meeting.
2. The clerk introduced a report regarding the engagement of a payroll supplier, copies of which had been previously circulated to council members. Comments were invited from councillors before seeking agreement to the report's recommendations.

At the conclusion of the discussion, Council resolved to delegate authority to the Village Clerk to:

- a) *Confirm and continue with the present provision of payroll services from Stephen Penny and Partners, at a cost of £30 pcm to ensure continued compliance with legislation*
- b) *In consultation with the Chair, to monitor and review the present interim arrangements in the light of operational experience and to submit a further report with recommendations for more permanent arrangements.*

Proposed by Cllr T Blackmore, , seconded by Cllr J-A Houldey

Vote- Unanimous.

8. Co-option policies and procedures (113/21)

The clerk referred to a draft copy of the Co-option Policy , copies of which had been previously circulated to council members.

Further comments were invited from councillors before seeking agreement to the adoption of the recommended model Policy provided by the Dorset Association of Town and Parish Councils.

After a brief discussion, the council resolved to:

- a) Adopt the model Co-option policy as submitted with immediate effect.

Proposed by Cllr J-A Houldey, seconded by Cllr M J Waters

Vote- Unanimous.

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9. Appointing an Auditor (114/21)

The clerk introduced a report regarding the engagement of an internal auditor, copies of which had been previously circulated to council members.

Further comments were invited from councillors before seeking agreement to the report's recommendations and after due consideration, the council resolved to:-

- a) *Appoint 'Do the Numbers limited' as the Council's Internal Auditors at an initial fee of £190.*
- b) *Delegate authority to the Chair to sign the letter of engagement on behalf of the council.*
- c) *Agree to review its internal audit requirements and processes regularly and make appropriate arrangements to ensure the on-going robustness and efficiency of its procedures and financial arrangements.*
- d) *Delegate authority to the Clerk to review present arrangements for External audit and, if considered necessary, make further recommendations to council at its next meeting.*

Proposed by Cllr J-A Houldey, seconded by Cllr T Blackmore

Vote- Unanimous.

10. BCP Local Plan (115/21)

The clerk referred to a report regarding the BCP Local Plan, copies of which had been previously circulated to council members.

Further comments were invited from councillors before seeking agreement to the report's recommendations as follows-

To agree setting up the working party group and to produce a report(s) for council to consider the issues raised and to agree the council's response to the BCP's consultation document.

Cllr M J Waters stated that in his view, the wording in the recommendations should be amended in order to reflect that a working party cannot, of itself, make decisions on behalf of the Village Council.

Following brief discussion this amendment was agreed and the council resolved to:

- a) *Set up a working party group to consider key elements of the BCP Local Plan consultation document and submit appropriate reports that will assist members in understanding and considering the issues raised, including recommendations for the council to consider in making its response to the BCP's consultation document.*

Proposed by Cllr N J Corcoran, seconded by Cllr T Blackmore

Vote- Unanimous.

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11. BCP Planning Application SANG (116/21)

The Chair introduced a report regarding the BCP Local Plan, copies of which had been previously circulated to council members.

Further comments were invited from councillors before seeking agreement to the report's recommendations as follows-

To agree the setting up of the working party group and to produce a report(s) to consider the issues raised as outlined above.

To agree that the SANG be named Stour Valley Water Meadows and delegate responsibility to the clerk to write to BCP to confirm the resolution of the Throop and Holdenhurst Village Council.

Cllr M J Waters stated that, as with the previous report regarding the Local Plan, the wording in the recommendations of this report should also be amended in order to reflect that a working party cannot, of itself, make decisions on behalf of the Village Council. Cllr. Waters also submitted that, in his view, it would be more appropriate to seek further discussion/consultation with BCP concerning the proposed naming of the Water Meadows rather than "demanding" a name change especially if it is not possible, at the present time to provide evidence of resident support for a particular name.

Following further discussion, during which members of the public were also engaged, the council resolved to:

- a) *Set up a working party group to consider the BCP SANG Planning application (116/21) to consider the issues raised and to make recommendations for submit appropriate reports that will assist members in understanding and considering the issues raised, including recommendations for the village Council to consider when making its response to BCP Planning by the required deadline.*

Proposed by Cllr N J Corcoran, seconded by Cllr M J Waters

Vote- Unanimous.

Meeting closed at 8.25 pm.

Signed.....