**V**of**A**

**Parish Council**

 25 April 2022

Dear Councillor

You are summoned to attend an **Annual Meeting** of the **Vale of Allen Parish Council** to be held:

**Date: Tuesday 3 May 2022**

**Time: 7:30pm**

**Venue: Gussage St Michael Village Hall**

to transact the following business:

**AGENDA**

1. **Chairman**
	1. **Election**
	2. **Acceptance of position**
2. **Recording, Photography, Social-Media –** applications tooperate this meeting (to have been made 24 hours before meeting)?
3. **Vice Chairman**
	1. **Election**
	2. **Acceptance of position**
4. **To receive apologies for absence**
5. **Member Resignation** – Cllr Campbell has resigned. The vacancy will be advertised. Dorset Council has been informed.
6. **Declarations of interest in matters on this agenda**
7. **Dispensations to participate in a meeting –** applications from members.
8. **Public participation session** (Formal meeting Suspended in accordance with Standing Orders) an opportunity for members of the public to raise issues of concern or interest.
9. **Minutes –** to approve and adopt the minutes of the Parish Council meeting held on Tuesday 5 April 2022 (pages 13 - 17).
10. **Dorset Councillor(s) Report**
11. **Highways -** update and action.
12. **Financial matters**
13. **Bank Reconciliation** – members to note the bank statement 1 April 2022 reconciles with the cashbook. Cllr Mitchell has viewed the last 3 months statements as per Financial Regulations and has been satisfied.
14. **Annual Governance and Accountability Return 2021/22** – members to approve
	1. **To apply for ‘exemption’ status as neither income nor expenditure exceeds £25,000 (AGAR page 3)**
	2. **Internal Audit – feedback/Statement 2021/22 (AGAR page 4)**
	3. **Annual Governance Statement 2021/22 (AGAR page 5)**
	4. **Annual Accounts 2021/22 (AGAR page 6**)
	5. **Public Consultation** - from 13 June on website.
15. **Bank Signatories** – two of the five bank signatories (cheques/BACS) positions are vacant. Two replacements are required to be appointed.
16. **Payments** - for approval:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Details** | **Description** | **Net (£)** | **V.A.T** | **Total** | **Pay by:** |
| 1 | Salaries | May | 604.18 | 0 | 604.18 | BACS |
| 2 | GSMCHA | Hall hire 2022 | 20.00 | 0 | 20.00 | BACS |
| 3 | Expenses | Member allowances | 525.00 | 0 | 525.00 | BACS |
| 4 | CT Mee | R&BT seat | 13.00 | 0 | 13.00 | BACS |
| 5 | Hinton Martell Village Hall | Hall hire 2022 | 100.00 | 0 | 100.00 | BACS |
| 6 | Hillmeadow services | Burial ground | 120.00 | 0 | 120.00 | BACS |
| 7 | Gussage Accounting Services | Internal audit | 250.00 | 0 | 250.00 | BACS |

Over £100 payments since last meeting – to note:

|  |  |  |
| --- | --- | --- |
| **Details** | **Description** | **Amount (£)** |
| Salaries | Apr | 658.36 |
| Normtec | Fingerpost (Crichel/GAS) | 1002.34 |
| Expenses | Qtr 4 | 138.45 |
| Witchampton village hall | Hall hire 2022 | 100.00 |

 Use of Company Debit Card – to note:

|  |  |  |
| --- | --- | --- |
|  | None |  |

1. **Payments received –** members to note:

|  |  |  |
| --- | --- | --- |
| **Details** | **Description** | **Amount (£)** |
| CPRE | Hinton Martell fingerpost grant | 100.00 |
| Dorset Council | First half of Precept | 10,274.00 |

1. **A) Planning Consultation** – to provide comment where necessary:

|  |  |  |
| --- | --- | --- |
| **Address** | **Proposal** | **Comment** |
| P/FUL/2022/01948 – Witchampton \* | Change of use from agricultural land to a burial ground - an extension to the adjacent parish council's existing burial ground | VoAPC’s application – no response needed |
| P/LBC/2022/02011 Old Timbers Gore Pit to Emley Lane – Hinton Martell \* | Removal and like for like replacement of damaged and deteriorating lime render on the front and gable end of the property. | Support\* Like for like maintenance\* Necessary work in order to maintain the longevity of the building |
| P/LBC/2022/02113 - ApplegarthPound Hill to Lower Street - LaneWitchampton \* | Removal of Kitchen extension side window. | SupportNoted that a recent previously approved planning application dealt with the other demolitions and alterations to the rear extension, so this is just the removal of the window that’s being applied for here.It will improve the amount of usable space. |
| P/HOU/2022/01504 - 1 Orchard ViewManor RoadGussage St Michael \* | Erect two storey side extension  | SupportThe style and size of the extension is in keeping with the property, which will make it into a more suitable house for a family. The size of the plot is substantial enough for the extension to not look over sized, and it will not crowd the neighbour's house due to being positioned at an angle across the plot. As the bathroom would overlook a neighbour, suggest frosted glass installed. |
| P/FUL/2022/02432 Witchampton GarageLawrence LaneWitchampton  | Rear Extension of the Existing Workshop | Meeting decision required |

* Decision via email, as per Standing Orders, as between council meetings

1. **VoAPC Logo** – members to agree the logo design.
2. **Fly Tipping** – standing item for update and action.
3. **Committee Attendance** – members to note the summary of attendance for 2021/22 municipal year.
4. **Ward Meetings** – members to pass agendas and minutes of their Annual Ward Meetings to the Clerk for council’s website
5. **Matters of information.**

**Ian Hanstead**

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Parish Clerk

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