

The Parish Council of Dickens Heath

Minutes of the Meeting of the Council held on Tuesday 10th November 2009 at 730pm, Dickens Heath School

Present:

Dickens Heath Parish Councillors; Vaseem Arfan, Philip Kendall, Charles Robinson and Alyson Thompson.

0 members of public

Locum/Temporary Clerk: Mrs. Marie Zizzi

At 735pm Cllr. Kendall proposed Cllr. Robinson chair the meeting, Cllr. Thompson seconded.

86. Apologies for Absence.

86.1 None.

87. To approve, if thought fit, the reasons if any given for absence from the meeting.

87.1 Not applicable.

88. Declarations of Interest.

88.1 None.

89. Public Participation (15 minutes).

89.1 Not applicable.

90. To judge the school competition entries in relation to a possible logo for DHPC.

90.1 Cllr. Arfan explained that this had been delayed, in order for an article to be published in the school newsletter. He said the deadline for entries was Friday 13th November 2009. He said that the members needed to meet before the prize giving assembly on Friday 27th November 2009.

91. To resolve to accept the Minutes of the previous meeting held on Tuesday 13th October 2009.

91.1 Cllr. Thompson proposed and Cllr. Kendall seconded that these be accepted as a true and accurate record.

92. To resolve to retain book keeping services from Diane Malley for 4-5 hours per month until further notice at the hourly rate stated in the email circulated. Receive her report on the finances as submitted by email

92.1 It was proposed by Cllr. Arfan and seconded by Cllr. Robinson to retain the book keeping services for 4-5 hours per month at the rate submitted.

92.2 The excel spread sheets and layout were discussed. Cllr. Arfan proposed that the system set up by Diane Malley be maintained and that the system for recording finances suggested by Cllr. Kendall also be incorporated, Cllr. Robinson seconded.

92.3 It was stated that Diane Malley should be thanked for the work she had undertaken. That a copy of the sheets Cllr. Kendall had produced be sent to her, that she be asked to write down how the system worked, to produce a procedure for how to update etc. so that it was 'self producing' for the Clerk to pick up and take over in due course.

93. To approve and discuss payments to be made and invoices issued.

93.1 There was a discussion in relation to the PCSO; payments and contributions from the other parish councils.

93.2 It was noted that when the 2009/10 precepts had been set, on behalf of all 4 new parish councils, the cost for the PCSO had been split equally by 4. It was stated that each parish council had been required to ratify the precepts set on their behalf and that this had happened.

93.3 It was noted that further to the meeting of the 4 Chairmen, it had been considered that it would be fair to split the payments for the PCSO as per Council Tax Base Rate; CG 24% DH 44% HH 20% and TG 12%. It was stated that the Chairmen were to go back to their parishes and have this matter resolved.

93.4 It was noted that CG had made 2 contributions towards the cost of the PCSO, in relation to the invoices received for April – June 09 and July – Sept 09. It was further noted that a cheque had now been received from HHPC for 2 similar contributions. It was noted that TGPC had not made any payments and had stated in writing, that no decision about the PCSO had yet been made.

93.5 It was resolved that the following payments be made, proposed by Cllr. Arfan, seconded by Cllr. Kendall.

DHPC account

<u>Payee</u>	<u>Amount</u>	<u>Reason</u>
Trinity Mirror Ltd.	£ 48.30 including VAT	Code of Conduct advert.
WM Police	£6594.35	July – Sept 09 PCSO.
DH Community Primary School	£ 200.00	Competition prize Section 137
Alyson Thompson	£ 90.00	to purchase WHS vouchers prizes for 1 st 2 nd 3 rd place (£15/£25/£50) and a receipt be given to the Clerk. Section 137
Marie Zizzi	£ 100.00	petty cash (for postage/photocopying etc.)

Sub account for former HHPC

<u>Payee</u>	<u>Amount</u>	<u>Reason</u>
SMBC	£3658.09	to reimburse cost for Clerk
BT	£ 153.01 including VAT	former HHPC telephone line

Action Items: It was agreed that the BT line should now be terminated, the Clerk was asked to arrange this.

The Clerk was asked to look at the possible costs for a good quality toner printer copier up to £200, capable of producing 2 sided copies.

94. To discuss the possibility of supporting Salter Street Scout Group during 2010/11 and supporting other local community initiatives.

94.1 It was noted that they had written to thank the PC for the funding.

Action Item: Clerk to write back, thank them for their letter and inform them about the possibility of DHPC supporting them again in the future.

94.2 It was stated that there could be an advert/notice prior to the precept setting, requesting local groups to notify the PC if they intended to apply for any funding and provide an indication of the amount they would be looking for. It was felt this could be included in the DHPC Newsletter.

94.3 It was stated that there maybe a request from the library for funding of £1000.

95. To consider planning applications

95.1 There were no comments or observations in relation to recent planning applications.

Action Item: The Clerk was asked to notify SMBC even when there were no observations, so that the Borough Council knew that DHPC were considering applications.

96. To receive any report(s) from Councillors that have attended any outside groups (i.e. SAC/Police Forum etc).

96.1 It was stated that Cllr. Arfan and Cllr. Kendall had met with Ian Williams from the local Management Company to discuss various issues.

96.2 It was stated that Cllr. Kendall had arranged to meet Matt Gardner from SMBC to look at some local matters; however this meeting had been cancelled.

96.3 Cllr. Robinson informed the members that he had met with Mike Swallow from SMBC.

97. To discuss and resolve issues in relation to the appointment of a permanent Clerk and authorise Acting Clerks October payment/timesheet and agree for authorisation of November timesheet to meet SMBC payroll deadline for November.

97.1 Cllr. Robinson informed the groups that due to an error in relation to backing up computer files, the Newsletter had been lost and was therefore delayed. He went on to say that for the same reason there had been a delay in the draft advert for the Clerk. He said he would circulate this.

Action Item: Cllr. Robinson to circulate draft advert for Clerk.

97.2 It was resolved, all in favour, that the Clerk's October timesheet could be authorised for payment.

98. To discuss requirements for 2010/11 Budget for DHPC in preparation precept

98.1 It was agreed, all in favour, that a separate meeting should be held in relation to this.

98.2 The Clerk advised the members to include £1000 for possible bye elections.

98.3 There were comments about elections and co-option.

Action Item: Clerk was asked to clarify the election process.

99. To discuss quotes and progress the matter of a Parish Council Notice board (signage for entering the village) and if deemed appropriate resolve any issues in relation to this.

99.1 It was stated that further to discussions with Parkridge, it was felt that there could be three 3-sided notice boards; one by Morton's or on the other side, one at Waterside and one at the top end of the village. One side would be for the PC, one side a map of the village and one side with a plan of the village centre. It was stated that now it was a question of waiting for the quotes and that DHPC would work with Parkridge, to support and possibly contribute towards this.

100. To discuss quotes and the issue of a litter collection within Dickens Heath village and if deemed appropriate resolve how to progress this matter

100.1 It was noted that a quote had been received from Verdant for £82.26 + VAT per visit. Also that Parkridge had provided a quote for £180 per fortnight. The roads to be included were stated.

100.2 It was proposed by Cllr. Arfan and seconded by Cllr. Kendall, to accept the Parkridge quote on a 3 month trial basis and to ask Ian Williams to submit a simple agreement of the work to be undertaken with a start date.

101. To discuss and resolve any action(s) in relation items of correspondence.

101.1 The letter to contractor John Berry/Harden Housing in relation to the former HHPC was noted. It was agreed that now that HHPC had been abolished and this was on CGPCs patch, it was not the responsibility of DHPC.

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Signature.....

Date.....

101.2 There were some comments about the Neighbourhood Newsletter and the email about the Neighbourhood meeting that had been withdrawn. There were some comments about the Fusion football project and an incident where the PCSO had been requested. However, the PCSO had not been on duty. It was stated that the parish councils were paying for the PCSO and it was also stated that WM Police could call the PCSO back whenever required.

Action Item: The Clerk was requested to draft a letter to the WM Police in relation to the incident about DHPC concerns about there being no response to a request for the police.

101.3 It was stated that SMBC Youth Services had been consulting with the youth and that the Rural Bus was due to be in the area on Saturday for 2 hours on the Village Green.

Action Item: The Clerk was requested to draft a letter to SMBC Youth Services to express concerns about the lack of communication in relation to this.

102. Review on going Activity Plan updated 28/10/09.

102.1 It was stated that this was an on going plan.

103. Items for next agenda.

103.1 None at this time.

104. To resolve that due to the special nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

104.1 There were no members of the public present.

104.2 Cllr. Robinson proposed, all in favour, that the remaining items be deferred until the DHPC Chairman was present.

105. To discuss Tidbury Green Village Hall and resolve how to progress this matter.

106. To discuss issues in relation to outstanding invoices to TGPC and resolve how to deal with this.

107. To discuss any items of correspondence deemed as confidential (including letter from TGPC and Reorganisation Order 22 Financial Reserves) and resolve action to be taken.

Meeting ended 915pm

Next Meeting: Tuesday 8th December 2009: 730pm Dickens Heath School