

**Minutes of the FULL PARISH COUNCIL MEETING  
Sixpenny Handley & Pentridge Parish Council**

**Held remotely using Microsoft Team conference call under powers of section 78 (regulation 5 (1))  
of the Coronavirus Act 2020 on  
Thursday 23<sup>rd</sup> April 2020 at 7:30pm.**

Item		Action By
	<p style="text-align: center;"><b>Public Open Session</b> 0 Members of the public requested attendance via access code.</p>	
642	<p><b>Attendance &amp; Apologies</b> Cllr Colin Taylor (Chairman) Cllr James Reed (Vice Chairman) Cllr David Chick Cllr Rosalie Adams Cllr Maureen New Cllr Dave Adams Cllr Simon Meaden Cllr Stuart McClean Cllr Andy Turner</p> <p><b>Also in Attendance</b> Cllr Piers Brown (Dorset Council Cranborne Chase) Mrs Ciona Nicholson (Clerk)</p> <p><b>Apologies</b> Cllr Gino Salvia</p>	
643	<p><b>Declarations of Interest &amp; Grants for Dispensation</b></p> <p><b>The following members declare non-pecuniary interests in matters relating to:</b></p> <p>Cllr Colin Taylor – Pentridge Village Hall &amp; Item 12 Planning Application 3/19/2491/Hou Cllr James Reed – Community Land Trust Cllr David Adams – Community Land Trust/Sixpenny Handley Sports Facilities Cllr Rosalie Adams – Sixpenny Handley Village Hall/ Allotment Association Cllr Andy Turner – Community Land Trust Cllr Maureen New – Neighbouring Sixpenny Handley VH TPO trees.</p> <p>Cllr David Chick declared an interest in Item 12 Planning Application 3/20/0447/PNAGF</p>	
644	<p><b>Dorset Council Cranborne Chase Councillor Piers Brown.</b></p> <p>Councillor Brown updated members on a number of Dorset Council business including; reinstated garden waste collection, PPE collection points, Business Grant claims, Adult Safeguarding contacts and local business diversification during Covid19.</p>	

645	<p><b>Confirm the minutes of the last Full Parish Council Meeting held 27th February 2020.</b></p> <p>The minutes of the meeting, having been previously circulated were confirmed as correct and will signed by the Chairman at the next FPC meeting to be held in the Parish premises. <i>Unanimous</i></p>	
646	<p><b>Matters arising from the last Full Parish Council Meeting held 27th February 2020.</b></p> <p><b>An Overview of Operations undertaken since our last meeting held 5<sup>th</sup> March 2020.</b></p> <p>Due to Governments advice the Sixpenny Handley Parish office closed to the public on 20<sup>th</sup> March 2020 with the Clerk continuing to work in the office. All user groups were cancelled until further notice.</p> <p>The Full Parish Council meeting due to be held on 26<sup>th</sup> March was cancelled and all other meetings until further notice, to be reviewed once legislation is in place to hold alternative method of meetings.</p> <p>Members agreed to hold regular conference calls each week on Thursdays, in order to keep connected and updated, they took place on 26/3/2020 2/4/2020 9/4/2020 16/4/2020.</p> <p>An Emergency Volunteers Network was formed in quick response to Coronavirus Lockdown led superbly by Andy Turner (Councillor responsible for Emergency Planning). A number of resilience initiatives were created to ensure the safety of all and those who are most vulnerable in the community.</p> <p>Parish Council owned assets that were duly closed: Play Areas, Football Club, Tennis Club, Cricket Club, and Sports Pavilion (Regard play area inspections ceased – replaced by regular Council checks to ensure facilities are not being used). Legionnaires in water system prevention steps introduced to all closed premises.</p> <p>The Village Hall &amp; the Penny Tap also followed Government advice and closed their licenced premises.</p> <p>Annual Meeting of Electors Wednesday 29<sup>th</sup> April – Postponed</p> <p>During this period members were consulted on: A Scheme of Delegation policy - <b>Members unanimously agreed to approve the proposal. CT proposed JT Seconded.</b> A Donation (under section 137) of up to £1,000 if required to the CCIO Isolation Fund. - <b>Members unanimously agreed to approve the proposal. CT proposed JT Seconded.</b></p> <p>On the 4<sup>th</sup> April 2020 The Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police &amp; Crime meetings) Regulations 2020 permitted the holding of remote meetings allowing local Council's to decide the method they would use to facilitate holding remote meetings and there would be no requirement to hold an annual meeting.</p>	
647	<p><b>Confirm the minutes of the Finance &amp; General Purposes Committee Meetings held 5<sup>th</sup> March 2020.</b></p> <p>The minutes of the meeting, having been previously circulated were confirmed as correct and signed by the Chairman at the next FPC to be held in the Parish premises. <i>Unanimous</i></p>	

648	<p><b>Amendment to Standing Orders</b></p> <p>Members unanimously resolved to amend the Standing Orders regarding remote meeting protocol.</p>	
649	<p><b>Financial Risk Assessment &amp; Risk Management Policy 2020 (carried forward from F&amp;GP 5/3/20)</b></p> <ul style="list-style-type: none"> <li>Members unanimously approved Financial Risk Assessment 2020.</li> <li>Members unanimously approved Risk Management Policy 2020.</li> </ul>	
650	<p><b>Scheme of Delegation</b></p> <p>Following consultation with all members the Council it was agreed to adopt a new scheme of delegation and amend Standing Orders. The resolution was approved retrospectively at this first lawful remote meeting.</p>	
651	<p><b>Annual General Meeting &amp; Annual Parish Assembly</b></p> <p>Under (Coronavirus) Regulation 2020 the AGM &amp; Annual Parish assembly will not take place in 2020. The Chairman and all members of the Council unanimously agreed to retain their roles and responsibilities for 2020/21.</p>	
652	<p><b>Emergency Plan Developments</b></p> <ul style="list-style-type: none"> <li>Members reviewed the generic draft Volunteers Policy and Procedures. It was agreed in addition to support the policy by differentiating between 'types of volunteering' ROWs, Litter Picking and Covid 19 Support. To be carried forward to the next FPC meeting.</li> </ul> <p><b>Team Report prepared by Cllr Turner</b></p> <ul style="list-style-type: none"> <li>Statistics 70 supporting and we now have 12 reserves and for the first week no one has dropped off, I am not expecting to extend the reserve list unless we see an increase in workload or people having to stop supporting. Last week we carried out 28 shopping trips and collected 7 prescriptions with 28 Buddy Calls made. This is a down 7% to 14% for utilisation of Support and up 3% to 11% for Phone Buddies based on 4 trips or 4 calls per person each day. I suspect this is due to people restocking or coming out of isolation and therefore not needing additional shopping trips, we will see how the stats go over the next couple of weeks. Phone Buddy calls is largely through updated data rather than new calls.</li> <li>Team Comms Reserves – 1730-1800 no issues raised Phone Buddies – 1800-1830 We have been proactive, in general people who really need us won't be the ones who call, but if they are phoned they are delighted and engage. Mixed responses, mostly positive but some do not want any contact. We obtained a list which we are using and contacted CCF (RN) who has contacted their members to establish a network of calls and WI are doing similar with their members. Team is working great and will benefit individuals. Add an article to the next newsletter to pass contact numbers to ML to distribute out to the team. <b>(MY to email ATu)</b> OUTSTANDING Action - <b>ATu</b> to call each Phone Buddy to get access to Teams working.</li> </ul>	CT/JR/DA/AT/Clerk

	<p>Team leads – 1830-1900</p> <p>Employers' and Public Liability Insurance is covered under the Parish Council, I also have an email related to car insurance.</p> <p>Been quite this week in all areas</p> <p>Feedback from someone at Salisbury Hospital that day visitors have commented on how good our service is and that they have seen other areas bigger than our area not providing anything as a service. A MASSIVE THANK YOU to everyone.</p> <ul style="list-style-type: none"> <li>• Shop I have sent a further request to maintain Social Distancing when delivering as there were seven staff in the shop stacking deliveries in every aisle.</li> <li>• Dorset Council ID Badges should be with me this week and I have asked for improved comms similar to the daily calls.</li> <li>• Microsoft Teams No update</li> <li>• Isolation Credit 3 requests made to date.</li> </ul> <p><b>Newsletter</b> On hold as current issue 2 is only just being distributed. Article from Phone Buddies to try and get people using the Phone Buddy system.</p>	
653	<p><b>Bowls Club Update</b></p> <p>Cllr Dave Adams updated members on the repairs to the drainage system below the Bowls Club surface. Replacement drain covers have been designed and are currently being fabricated at the Sixpenny Handley Forge. The preparation of the drain area has been completed by members of the Bowls Club. Due to the current Emergency status the Bowls Club have financed the total cost of repairs to date but wish to discuss potential contribution from the Parish Council at a later date.</p>	DA
654	<p><b>Planning Applications</b></p> <ul style="list-style-type: none"> <li>• 3/19/2491/Hou 20 Pentridge Village – Clerk request deadline extension until May 28<sup>th</sup> 2020.</li> <li>• 3/20/0447/PNAGF Thorneydown Farm Council decision: Support Council comment: The Sixpenny Handley &amp; Pentridge are supportive of local farm diversity &amp; development and wish to support this application.</li> </ul>	<p>Clerk</p> <p>Clerk</p>

655	<p><b>Financial Matters &amp; Expenditure</b></p> <p>Clerk circulated items for approval prior to the meeting to all Council members. All members approved items for payment.</p> <p>Clerk advised members of the Governments' extension of statutory audit deadlines for 2019/20.</p>	
656	<p><b>Correspondence</b></p> <ul style="list-style-type: none"><li>Members expressed their continuing frustration with business banking with the Nat West Bank. Despite numerous calls and complaints matters remain unresolved. The current signatories remaining on the account are; Cllr Andrew Turner &amp; Clerk. General concerns regarding their audit trails remain.</li></ul>	
657	<p><b>Information for Report Only</b></p> <ul style="list-style-type: none"><li>Dorset Councils' mandatory rate relief for the Sports Pavilion premises will be a saving of £839.00 2020/21 – Members to discuss the suspension of Seasonal Hire Rates for all parties at the next FPC meeting.</li><li>Grass cutting of the recreation ground has been undertaken by local grass cutting contractor who will support local groundsman who continues to cut both cricket and football pitches.</li><li>Thanks to Cllr Chick &amp; Son for clearing and re-edging the Village Hall car park</li><li>Concerns regarding potential fly tipping materials being stored at a local residence along with reports of anti-social behaviour have been reported. Clerk to report matters to DWP &amp; PCSO.</li><li><b>During the current Lockdown period – members unanimously agreed to cancel all committee meetings until further notice and for the Full Parish Council to oversee all business at the current time. Next meeting to be held on Thursday 28<sup>th</sup> May 2020.</b></li></ul>	<p><b>Clerk</b></p>

Meeting Close 8.30 pm

These minutes are to be signed by the Chairman after approval  
at the next Full meeting of the Parish Council.

Signed;.....(Next meeting FPC held at the Parish Office.)

**Sixpenny Handley & Pentridge Parish Council**

**Receipts & Payments – 23 April 2020.**

Date	Description		Receipts payment
23/04/2020	EDDC Rent	SO	484.00
23/04/2020	C Nicholson( March Salary Payment)	2818	856.10
23/04/2020	HMRC (national insurance Jan, Feb, Mar)	2819	120.60
23/04/2020	Cancelled cheque	2820	-
23/04/2020	Complete Fire Services (Fire extinguisher maint Unit 6)	2821	29.40
23/04/2020	Sixpenny Handley Bowls Club (reimbursement for timbers)	2822	100.80
23/04/2020	DAPTC Annual Subscriptions 20/21	2823	479.73
23/04/2020	C Nicholosl (Reimbursement of ICO registration renewal 2020)	2824	40.00
23/04/2020	Dorset Council (Commercial waste service)	2825	239.20
23/04/2020	Re-issued Cheque CSG Fire & Security	2826	414.48
23/04/2020			
23/04/2020			
	April Total		2,764.31

1<sup>st</sup>Signature.....2<sup>nd</sup>Signature.....

Scrutineer.....Date.....