

PURSE CAUNDLE PARISH COUNCIL

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DRAFT Minutes of a meeting of the PARISH COUNCIL held on Tuesday 12th March 2024 at St Peter's Church, Purse Caundle.

Present: Councillors Elkins, Knight, Vincent (Chair) and Yates.

Also present: Locum Parish Clerk Zöe Godden and Dorset Councillor Legg

There were no members of the public present at the start of the meeting.

The meeting started at 19:17.

1. To accept apologies for absence. (LGA 1972 s85(1))

Apologies had been received from Councillor White.

It was **agreed** to accept the reason for absence.

2. To receive any declarations of interest in items on the agenda.

Members to declare any interests, including disclosable pecuniary interests (DPI) they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any written requests from members for dispensations that accord with the Localism Act 2011 s33 (b-e) (This does not preclude any later declaration).

There were no declarations of interest.

3. To approve the minutes of the meeting held on Tuesday 31st January 2024.

RESOLVED: It was proposed and unanimously agreed to approve the minutes as presented. The Chair signed the minutes.

At this point in the meeting, **Dorset Councillor Legg gave his report** – Councillor Legg reported that the site visit that had been arranged with Dorset Highways to discuss problems with flooding and the poor condition of the road surface at Rue Lane and Clayhanger had had to be postponed. Councillor Legg was in communication with Dorset Highways to rearrange this meeting and would inform the Parish Council when a new date had been agreed. Councillor Legg reported that the problem of a sewer outlet at Hornswell that had been overflowing into the well nearby, had been dealt with promptly by Magna Housing Association.

There followed a discussion about required drain clearance at Clayhanger and Rue Lane, which was being caused by large agricultural vehicles churning up the roadside banks, leading to soil and clay being taken into the drains by surface water. In addition, road dressing put down to fill potholes was also being dragged into drains by surface water, causing them to become blocked. It was suggested that this problem could be discussed with Dorset Highways at the site visit that was being rescheduled.

Finally, Councillor Legg reported that Sherborne Town Council was hoping to meet with the NHS Trust regarding the earmarking of land at the Yeatman Hospital for 15 residential units. The Chair thanked Councillor Legg for attending.

19:45 – Councillor Legg left the meeting.

4. Elections:

- a. To note the 2024 election takes place on 2nd May 2024

Noted.

- b. To note that nomination papers for current councillors have been obtained by the Locum Parish Clerk and distributed at this meeting.

Nomination papers were handed to each councillor. Councillor Elkins agreed to deliver nomination papers to Councillor White.

- c. To note that nomination papers must be completed and then delivered by hand to Dorset Council between 12th March and 5th April and that an appointment must be made.

Councillors noted the deadline for submitting their nomination papers. Councillor Elkins offered to deliver all Councillors' nomination papers. Councillors would co-ordinate this amongst themselves.

- d. To agree the date for the Annual Parish Meeting, when new councillors complete a declaration of acceptance of office and register of interests e-form, suggested to be Tuesday 14th May 2024.

RESOLVED: It was proposed and unanimously agreed to hold the Annual Parish Council meeting and the Annual Parish meeting on Tuesday 14th May.

- e. To note that the Locum Parish Clerk will attend a free training session delivered by the Dorset Association of Parish and Town Councils on post-election actions.

Noted.

5. To consider the following payments for approval and to sign cheques accordingly:

Supplier	Details	Amount
Hoblake Services	Locum Clerk services	£75.00

RESOLVED: It was proposed and unanimously agreed to approve the payment as presented. A cheque would be signed by Councillors Elkins and White at a later date.

6. To consider three quotes for a replacement notice board.

Councillors considered the three quotes and discussed the merits of each. The Locum Parish Clerk informed Councillors that none of the suppliers offered installation, so it was agreed to ask a local contractor to carry out the installation once the new notice board had been received.

RESOLVED: It was proposed and unanimously agreed to accept the quote from geViews, at a cost of £1420.54.

7. Recruitment

- a. To agree to advertise the vacant post of Parish Clerk and Responsible Financial Officer.

RESOLVED: It was proposed and unanimously agreed to advertise the post of Parish Clerk and Responsible Financial Officer. It was further agreed that the advert should be placed in the Parish Council noticeboard, on the Parish Council website and also be distributed to the Dorset Association of Parish and Town Council and other local parish councils, namely Henstridge, Milborne Port, Templecombe, Yeohed & Castleton, Stalbridge and Bishops Caundle.

- b. To agree the advert, job description and person specification for the post, including the hours to be worked and salary.

RESOLVED: It was proposed and unanimously agreed to approve the job description and person specification as presented including the hours to be worked at four per month and the salary at spinal column point 5-6.

- c. To agree the recruitment timeline.

RESOLVED: It was proposed and unanimously agreed to approve the recruitment timeline as presented.

- d. To agree which Councillors will assist with shortlisting and interviewing candidates.

RESOLVED: It was proposed and unanimously agreed that Councillors Knight and Vincent would assist with shortlisting and interviewing candidates.

- 8. To note any business for inclusion on the agenda for the next meeting.

No business for the next agenda was put forward.

- 9. To agree the date for the next meeting.

As per item 4d, the next meeting would take place on **Tuesday 14th May**.

The meeting ended at 20:06.

Zöe Godden

Locum Parish Clerk

12th March 2024