

**MINUTES OF THE ANNUAL GENERAL MEETING OF BOURTON PARISH COUNCIL  
HELD IN THE VILLAGE HALL AT 7.00 P.M. ON MONDAY, 23<sup>RD</sup> MAY 2016  
FOLLOWING THE ANNUAL PARISH MEETING 2016**

**PRESENT:** S.Firbank (Chairman), M Withers, G Miller, P Williams, M Martin, A Miller, T Heaton, J Morgan.

**APOLOGIES:** L Jones,  
A.Cattaway (County & District Councillor), PCSO Vicky Levy (Police).

**ATTENDING:** I McVie (Clerk) and 9 members of the public.

**1. APOLOGIES – AS ABOVE**

**2. INTRODUCTION**

The outgoing Chairman welcomed everyone to the meeting.

**3. ELECTION OF CHAIRMAN AND ACCEPTANCE OF OFFICE**

Simon Firbank was proposed by JM and seconded by MW and agreed by all. There being no other proposal Simon Firbank was declared elected. SF signed a Declaration of Acceptance of Office and took the Chair of the meeting.

**4. ELECTION OF VICE CHAIRMAN AND ACCEPTANCE OF OFFICE**

Mike Withers was proposed by PW and seconded by AM and agreed by all. There being no other proposal Mike Withers was declared elected. He also signed a Declaration of Acceptance of Office.

**5. ELECTION VICE CHAIRMAN & OTHER OFFICERS & REPRESENTATIVES**

Position or Responsibility	Elected	Proposed by	Seconded by
Planning Sub Group (4)	Mike Withers (C) Jenny Morgan Margaret Martin Simon Firbank	TH	AM
Village Hall Management Committee Co-Opted Member VHMC for NVH	Allan Miller Peter Williams	TH	AM
Footpaths Liaison Officer	Tim Heaton Bernie Sullivan	AM	TH
DAPTC North Area Committee (2)	Simon Firbank Jenny Morgan	TH	AM
Highways and Transport	Margaret Martin	TH	AM
Community Safety	Peter Williams	TH	AM
Bourton & Silton Charity	TBC	TH	AM

Please note the Bourton and Silton Charity and the role of the Parish Council will be an agenda item at the June Meeting, therefore this role was not filled and is pending the June Meeting.

**6. FINANCIAL MATTERS**

**6.1. Review of the Clerk's Salary including PAYE obligations.**

SF confirmed the clerk's annual salary is £4202.38 including the HMRC contributions. Following a discussion it was agreed to raise the clerk salary to the next point which will be £4338.88 including the HMRC contributions.

*Proposed by AM and seconded by JM and agreed by all.*

**6.2. Review of Direct Debits.**

*Proposed by MW and seconded by JM it was resolved to maintain the following Direct Debits.*

<u>Pavee</u>	<u>Purpose</u>	<u>Amount</u>
Lloyds's TSB	Custody Fee, Village Hall Lease & Trust Document	£15.00 pa
Iain McVie	Clerk's salary and use of home as office	£TBC pcm

Direct Debit will be confirmed when first month wages and HMRC deductions are submitted.

### **6.3. Review of signatories**

Lloyds Bank Account signatories were discussed and it was agreed that Simon Firbank, Peter Williams, Margaret Martin and Mike Withers should have this responsibility.

*Proposed by AM and seconded by JM and agreed by all.*

### **6.4. Effectiveness of internal audit**

Following discussion it was agreed to continue with the current internal audit procedures. The Clerk will maintain income and expenditure and will prepare quarterly bank reconciliation; Brian Martin (ex-clerk) will audit the bank reconciliation once a quarter and make checks as laid out in the internal audit plan; at year end the books will be audited by Sarah Mann Services. Brian Martin and Sarah Mann Services are independent of the Parish Council. The final audit will be carried out by external auditors BDO. SF asked that the parish council record their thanks to Mr Martin for his continuing voluntary and unpaid role that he performs.

*Proposed by MW and seconded by JM and agreed by all.*

## **7. REVIEW OF DOCUMENTS**

### **7.1. Standing Orders and Financial Regulations**

The current S.O.F.R. were adopted on the 23<sup>rd</sup> September 2002 and amended in September 2007, June 2013 January 2014, May 2015 and May 2016. IM confirmed that the documents have been reviewed, are up to date and covered the legal requirements of the council and were available for the public on the village website.

The Council agreed that the current S.O.F.R. are satisfactory.

*Proposed by PW and seconded by MW and agreed by all.*

### **7.2. The Publication Scheme**

The clerk confirmed that the documents have been reviewed and that they are up to date and covered the legal requirements of the council and are available for the public on the village website.

*Proposed by PW and seconded by MW and agreed by all.*

### **7.3. The Asset Register**

The clerk confirmed that all new assets had been added to the register and that the insurance policy is in line with the contents of the Asset Register.

*Proposed by PW and seconded by MW and agreed by all.*

### **7.4. Documents which are in Safe-keeping**

The Council noted the following documents which are in safe-keeping.

Village Hall Trust Deed - held by Lloyds TSB Bank, Gillingham

Deeds to Cemetery Paddock - held by Farnfield & Nicholls, Gillingham

*Proposed by PW and seconded by MW and agreed by all.*

## **8. RISK ASSESSMENT.**

### **8.1. Review of Financial Arrangements.**

The Council reviewed its financial arrangements and agreed that these are fit for purpose and comply with all legal requirements as outlined in Section 2 of the annual return to BDO.

The annual accounts for 2015/16 of which copies had been provided prior to the meeting to all Councillors were confirmed as in order and signed by the Chairman. The annual return will be submitted to BDO by the Clerk in June 2016).

*Proposed by PW and seconded by AM and agreed by all.*

### **8.2. Review of the Insurance Policy**

This is in line with the Asset Register as noted above and the clerk confirmed that this is the second year of the three year fixed price agreement with AON.

*Proposed by AM and seconded by JM and agreed by all.*

### **8.3. Playground Inspections.**

The Council agreed that the current procedures consisting of an annual independent inspection (completed by Elite Playgrounds April 2016) and recorded monthly inspections carried out by Clare Cowell are sufficient. IM confirmed that the 2015/16 inspection had been completed and that there were two high risks and a number of medium risks for which there is an agenda item in the monthly meeting to have these put right.

*Proposed by AM and seconded by JM and agreed by all.*

MM asked for clarity on the inspection regime which was provided by the clerk. MM asked who had responsibility for the surrounding grass areas to the council owned equipment. The clerk confirmed this was the schools and MM stated she would raise issue of poor drainage and muddy grass surfaces with the school.

#### **16.8.4 Cemetery Inspections**

The Council agreed that the current procedures consisting of six monthly 'push tests' are sufficient. The clerk pointed out that he looks to do four checks a year which are recorded and the record kept on the village website, under the cemetery item.

*Proposed by AM and seconded by JM and agreed by all.*

There being no other business the Chairman closed the meeting at 7.38pm.

Chairman: ..... Date: 23rd May 2016

### **MINUTES OF A MEETING OF BOURTON PARISH COUNCIL HELD IN THE VILLAGE HALL AT 7.40 PM ON MONDAY, 23TH MAY 2016**

#### **16.9 OPEN FORUM**

SF welcomed everyone to the monthly meeting. He reminded all present that the 'Open Forum' had been held in the earlier Annual Parish Meeting.

#### **16.10 DECLARATIONS OF INTEREST**

M Withers declared a personal interest in the potential Village Hall site (neighbour).

#### **16.11 MINUTES OF THE PREVIOUS MEETINGS**

The councillors who attended the meeting held on 27<sup>th</sup> April 2014 agreed the minutes and these were signed as correct by SF.

#### **12. ACTIONS ARISING FROM THE MINUTES**

P.5 16.11.2. TH to report back on location of all bins within the parish area. TH confirmed he had completed the action and provided a report outlining 5 additional sites for bins that Dorset Waste Partnership (DWP) should be asked to provide and maintain.

**ACTION:** Clerk to write to DWP with the proposal and report back at the next meeting.

P.6 16.21.1. Clerk to report back on NDDC naming of roads and road name signs. SF confirmed that all councillors had received the e mail update from the clerk concerning the process and consultation required by the parish council to have any additional or new road names introduced. Following a discussion the councillors agreed that this matter be discharged.

#### **16.13 REPORT BY THE DISTRICT AND/OR COUNTY COUNCILLOR**

##### **Report from District Councillor**

PW informed the meeting that the nine Dorset authorities were progressing with the option of a 'combined authority' and have now made available to the public an explanation of what this means and information on why there is a need to change and how this could look under one authority for the county. The information can be found on the 'dorsetforyou' website, the link is as follows:

<https://www.dorsetforyou.com/dorset-combined-authority>

PW informed the meeting that the first step of public consultation had also commenced and this information had been put on the noticeboard and the village website. Members of the public can access this consultation on 'dorsetforyou', the link is as follows:

<https://www.dorsetforyou.com/article/422462/Give-us-your-views-on-the-Dorset-Combined-Authority-proposals>

PW urged all residents to look at the information and complete the consultation survey which has a closing date of the 16<sup>th</sup> June 2016.

## 14. PLANNING

### 16.14.1 Applications received – One.

Bourton Mill Site – The clerk confirmed that there had been one new application received on 23/5/16 concerning the detail to the granted outline planning permission for the mill site. The clerk confirmed this had been sent to all parish councillors and had gone onto the website. PW confirmed that the closing date for comment was the 13<sup>th</sup> June 2016. Following a discussion it was agreed that individual councillors should make any comments to the Planning Sub Group (PSG) who would on behalf of the parish council review the application and make comments to NDDC.

**Proposed by MW, seconded by AM and agreed by all.**

**ACTION: Planning Sub Group to reply to NDDC by 13<sup>th</sup> June 2016.**

### 16.14.2 Applications granted – Nil.

### 16.14.3 Applications withdrawn – Nil.

### 16.14.4 Bourton Mill

PW reminded the meeting that the granted planning permission has 42 conditions that the developer must meet, some them before commencement of any work on site and some during the demolition and building phases of the 35 dwelling development. MW reminded the meeting that the fully granted permission has a five year life for the developer to action unlike the original outline planning permission which had three years. JM asked if there was any likely start date on the site. SF stated that as reported before the developer hopes to be on site sometime in June. JM stated that there were still security and safety issues on the site so the sooner this happened the better. SF reminded everyone that where trespass is seen the police can be contacted and in particular where there is anti-social behaviour such as noise.

### 16.14.5 Wind turbines and photovoltaic solar arrays

PW informed the meeting that solar array at Clapton Farm, Cucklington appears to have stalled. The clerk confirmed he had left two e mails and a phone message with Cucklington Parish Council to see what may be happening. At this time item discharged.

### 16.14.5 Parish councillor Single Point of Contact (SPOC) housing developments in Bourton

SF asked that given the two developments at the mill site of 35 dwellings and at Rugby Cottage of 10 dwellings should the parish council have a single councillor point of contact for the developer, builder, public and NDDC so as to enable feedback and hopefully manage any issues that may come during the demolition and building phases. Following a discussion it was agreed that

**Councillor Jenny Martin will be the SPOC for the Bourton Mill development and**

**Councillor Margaret Martin will be the SPOC for the Rugby Cottage development.**

## 16.15 FINANCE

### 16.15.1 Accounts to be paid

DAPTC	2016 Councillor Training	£ 318.00
AON Insurance	2016/17 Insurance	£1611.26
Groundwork UK	Return of 2015/16 grant residue 2016	£ 203.00
P. Cowell	Cemetery and verge cuts x3	£ 388.80

**Proposed by GM, Seconded by PW and agreed by all.**

### 2. Accounts received

NDDC	Council Precept Payment First half	£12,026.00
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### 3. Grants & Donations. – Nil.

## 16. NEIGHBOURHOOD PLANNING GROUP

MW informed the meeting that the NPG had distributed copies of the pre submission draft neighbourhood plan and supporting documents to parish councillors seeking their approval to the documents so that they can be made available for public consultation under Regulation 14 of the Neighbourhood Planning Regulations 2012. The consultation period will be for six weeks from 30<sup>th</sup> May 2016 to 11<sup>th</sup> June 2016. To ensure residents are aware of this the draft NP and supporting documents will be available on the village website ([www.bourtondorset.org](http://www.bourtondorset.org)) from 30<sup>th</sup> May 2016. For those with no access to the internet, hard copies will be available for short term loan by telephoning 07760481482 or 01747840346. There will also be hard copies available at the garage. Flyers will be delivered to every household in the village by 29<sup>th</sup> May 2016 and a notice will appear in the Blackmore Vale magazine this Friday. The website will also have a response form available for download and a separate e mail address for all replies. MW pointed out this is on the assumption that the parish council will approve the documents at this meeting. MW invited any questions concerning the draft and supporting documents.

TH stated that he thought the draft was a superb document, well produced and the provision of a hard copy to each councillor was very helpful. TH asked if the draft as is would be the one submitted for this consultation phase. MW said if the parish council agreed it would be. There would then be the six week consultation to all residents and from the feedback an amended version would go forward to the district council who would then complete a final six week public consultation exercise on the revised draft. TH confirmed that as with the public councillors could submit comments on the content of the draft as part of the consultation. MW said this is correct. SF reminded the meeting that the parish council were tonight considering whether they agreed that the draft and supporting documents were ready for the initial consultation. MM stated she agreed with the comments by TH and stated that the draft document is very clear with excellent dialogue that made the document exciting to read. She further stated that it will clarify discussions and views concerning not only the overall plan but individual matters such as the new village hall. JM stated she agreed with both TH and MM. PW asked if the supporting documents to be made available to the public will include the new village hall site selection.

MW stated that an email copy and a hard copy of the draft Neighbourhood Plan for Bourton have been sent to all councillors, together with email copies of the supporting information comprising a Site Selection Report, Ecological Surveys for two possible new village hall site locations, a SEA Report and a Visual Impact Study. All of the documents will be available on the village website from the start of the six-week consultation period during which members of the public and statutory

PW stated that he thought the draft plan is an excellent document, especially for the way in which the issue of New Village Hall and amenity space has been addressed by the NPG within the Site Appraisal and Selection document.

SF stated that he thought the document produced was to the highest quality and on behalf of the parish council thanked all members of the neighbourhood plan group.

MW invited the parish council to pass the following resolution:

**'It is resolved that the draft Neighbourhood Plan and supporting documents be made available to the public and the statutory consultees for consultation under Regulation 14 of the Neighbourhood Planning Regulations 2012 . The consultation period will be the six weeks from 30<sup>th</sup> May 2016 to 11<sup>th</sup> July 2016.'**

**Proposed by JM, seconded by MM and agreed by all present.**

#### **16.17 NEW VILLAGE HALL**

PW informed the meeting that he had been asked by the Chairman to clarify six points as to the stage that the VHMC were at.

1. For the VHMC to report monthly to the parish council. PW confirmed that the practice of him updating the parish council as an agenda item would ensure this continues.
2. The status of the legal ownership of the land the hall is currently on. PW stated that this is not as straightforward as some might imagine as the land the hall and grounds are on is not owned solely by the Diocese. There will be a need to employ solicitors to clarify the legal position should the Village Hall move to a new site vacant, or the need arises to extend the current lease beyond 2035.
3. To assist in the preparation of a business case a structural survey of the existing hall. PW confirmed two structural engineers had been approached and SF confirmed that he had signed the letters requesting their employment to be paid by the parish council as agreed at a previous meeting. PW stated these would cost in the region of £700 each plus VAT and by getting two the VHMC would be able to gain a considered view on the current hall.
4. To produce a business plan that clarifies the viability of the options. PW confirmed that Mr Mike Chapman was working on this and once finalised would be shared with the parish council and the village. PW pointed out that without the ownership or long term lease of a suitably sized piece of land the business case will have limitations, but he assured the meeting that significant intellectual effort was going into producing a worthwhile business case.
5. The position of the lease for the majority of the existing site. PW confirmed this expires in 2035 with the VHMC intention remaining to go for a new hall with public amenities on a new site.
6. If the current hall is relinquished what would the VHMC do. PW stated as the current hall has over 18 years left on the lease the VHMC have sufficient time to progress a new hall on another site. PW reminded the meeting that the neighbourhood plan process has understandably dictated the recent pace of work being progressed by VHMC. Also the work now being undertaken by the VHMC does not slow the process down as it is being done in conjunction with the neighbourhood plan timetable. PW stated that he therefore did not see that there should be any criticism for either the NPG or the VHMC.

MM said that while it is surprising that there has been no substantive business case produced up to date the support to the VHMC from groups and individuals who use the hall could also have been better. MM stated that the issue of fund raising would seem to be a greater challenge than many people think which is why the business plan is important as it will give residents an insight into the task ahead for the building, equipping and running of a new village hall regardless of where it is situated.

PW pointed out that there was a business case produced earlier which highlighted costs of £600,000 to build and equip a new hall with outside amenities. He pointed out though that the issue of fund raising had assumed the freeing of funds from the Heritage Lottery Fund post the 2012 Olympics, however, this does not appear to be materialising. PW also pointed out that, in the absence of agreement on site for the new hall there was a limit to what can be achieved in terms of fund-raising.

TH asked for confirmation of who is the lessee of the hall and grounds from the church and clarity on the charitable status of the village hall, the responsibility of the trustees and the role of the parish council. The clerk confirmed that the lessee are the village hall trustees and it was agreed that the clerk would establish an answer to the question(s) raised by TH.

**ACTION:** Clerk to report back to the next meeting.

#### **16.18 TRAINING**

SF confirmed that following the one off training for councillors six out of nine councillors have been trained which means the parish council have achieved the two star level award from DAPTC.

#### **19. HIGHWAYS**

SF confirmed that there were no updates for this item.

#### **16.20 TRANSPORT**

SF confirmed that there were no updates for this item.

#### **21. FOOTPATHS**

TH raised the recent request by the Wildlife and Habitat Group for a quote from the parish council contractor Mr Cowell relating to the erection of planking to enable walkers to use the designated footpath number 11, which has been out of use due to the wet weather. The clerk confirmed this was something that the parish council have had no part in and was done following a discussion with Graham Stanley of DCC who had explained to members of the public why the footpath could not be used during recent bad weather. TH stated that he understood the quote to be in the region of £3000 which given the current issues of public funding would seem an inappropriate use of public funds regardless of which council paid. The clerk confirmed that any costs of this nature would have to be provided by DCC and he would advise against the parish council funding such works as this is a county council matter. TH asked that DCC be written to for an update.

**ACTION:** Clerk to e mail Graham Stanley and provide an update at the next meeting.

#### **16.22 COMMUNITY SAFETY**

PW informed the meeting that the Speedwatch Group is continuing with the regular enforcement sessions and the speed indicator device is being rotated at the three sites in the village.

SF confirmed that every household in the village had been hand-delivered a leaflet introducing Dorset Alert which is an individually designed system for the public to be kept informed by police and in turn the public to keep the police informed of local issues or concerns. PCSO Levy will keep us updated on the uptake of this prevention initiative and he encourages every household to join as it is a way of supporting the police to prevent crime and also detect offences.

#### **16.23 TOM MITCHELL SALVER 2015/2016**

The parish council met in a closed session following the meeting and have agreed a winner for the trophy which will be announced at the June meeting.

#### **24. VILLAGE FETE 2016**

SF confirmed that Mr James Mann was co-ordinating the 2016 Village Fete which will be held at St Georges School with the date to be confirmed but will be either the 9<sup>th</sup> or 16<sup>th</sup> July 2016. SF informed the meeting that the parish council has been asked to run the barbeque and that SF had hopefully found a volunteer to do this.

## 25. LETTER OF COMPLAINT – MR FOOTE

The clerk confirmed that the parish council had received a letter of complaint from a resident, Mr. Foote concerning how the parish council had dealt with his planning application. The clerk confirmed that he had dealt with the complaint and replied in writing to Mr. Foote and spoken to Mr. Foote in person. The clerk confirmed that he had provided an explanation as to what the parish council can and cannot consider when deciding on planning applications as a statutory consultee. The clerk further confirmed that Councillor Morgan had offered an apology concerning one matter that had been raised. The clerk had agreed with the complainant to append the letter of complaint and the parish council response to the minutes of this meeting (Note: These are available as an appendix to these minutes on the village website). GM asked that the minutes reflect the thorough response from the clerk to all the points raised by the complainant.

## 26. CORRESPONDENCE

DCC	Update on bus consultation - Website as information only
DAPTC	Agenda papers for DAPTC North Mtg - Chairman & Cllr Morgan
M of Public	Overgrown/dangerous trees FP 11 - DCC for action
DAPTC	Chairman Training Information - Filed
J. Pope	Advert for job vacancy - To website
Elite Playgrounds	2016 Inspection and cost of repairs - To BPC May Meeting
DCC	Community Resilience Forum information - Noted and filed
DAPTC	Consultation on Dorset Combined Authority-All Cllrs, website
DAPTC	Information on Coastal Community Fund - Noted and filed
NDDC	Planning Application - Final detail for houses Mill Site - PSG
DAPTC	Blandford Forum Tree Warden - Filed NFA
Gillingham T.C	Information on Gillingham Neighbourhood Plan - All Clls, website
Dorset Action	Information on training courses for clerks - Noted and filed

Please contact the clerk if you require any further information.

## 27. ANY OTHER BUSINESS

SF informed the meeting that Councillor Les Jones had tendered his resignation as he had now moved more than three miles outside the parish and no longer met the criteria for being a parish councillor. SF thanked Councillor Jones for his time on the parish council and confirmed that the clerk had notified the district council that they now need to commence the process of advertising for a parish councillor election.

SF confirmed that as agreed in the Annual General Meeting the clerk would ascertain why the parish council have an annual update from the Bourton and Silton Charity and in turn whether the parish council have any legal role in the governance or otherwise of this charity.

**ACTION:** The clerk to report back at the next meeting.

28. SF closed the meeting at 8.45pm

**16.29 DATE OF NEXT MEETING - MONDAY 27<sup>TH</sup> JUNE 2015 AT 7PM**

Chairman:

Date: 23<sup>rd</sup> May 2016

**Note: The minutes will be reviewed and formally ratified by the BPC on 27<sup>th</sup> June 2016**

**REMEMBER TO CHECK OUT THE BOURTON VILLAGE WEBSITE**

**<http://www.bourtondorset.org/>**