

## MINUTES OF THE MONTHLY MEETING OF BOURTON PARISH COUNCIL

HELD IN THE VILLAGE HALL AT 7.00 P.M. ON MONDAY, 22<sup>ND</sup> AUGUST 2016

- PRESENT:** S Firbank (Chairman), G Miller, J Morgan, T Heaton, M Martin, P Williams, Mike Chapman and I McVie (Clerk).
- APOLOGIES:** M Withers, A Miller, Andrew Cattaway, PCSO Vicki Levy (Police) and Roger Bell (DCC)
- ATTENDING:** 3 members of the public.

### 16.71 OPEN FORUM

SF reminded all present that the open forum is an opportunity for residents to inform the parish council of issues or bring appropriate matters to the council's attention. SF reminded everyone that they should contact parish councillors between meetings to raise matters or report faults or issues on highways, footpaths and litter directly via the dorsetforyou website.

A member of the public informed the meeting that Mr B Sullivan had recently returned from the refugee camps in Greece where he had been supporting the humanitarian efforts. There is currently a collection organised for winter clothing that can be sent to the refugee centres. If anyone has clothing for all ages that can be donated can these be dropped off at East Barn, West Bourton Road or Bourton Cross, Brickyard Lane? Clothes for all ages are required with the next collection date being Thursday 25/8/16 and another in January 2017. SF urged residents to donate and all councillors agreed.

A member of the public informed the meeting of an abandoned vehicle and SF stated this should be reported to the police and/or via dorsetforyou.

### 16.72 DECLARATIONS OF INTERESTS

SF declared a non-pecuniary interest and personal interest within the Bourton Mill agenda item as he is an adjacent landowner to the site.

### 16.73 MINUTES OF THE PREVIOUS MEETINGS

The July minutes were then agreed as an accurate record and were signed by the Chairman.

### 16.74 ACTIONS ARISING FROM THE MINUTES

SF confirmed that the two actions from previous meetings were as follows:-

P.3 16.12. Clerk to write to DWP for additional waste bins for village. The clerk confirmed that DWP had replied and that an email report had been circulated to all councillors with a recommendation to purchase five bins for the locations previously identified at a one off cost of £625 plus £250 to fit safely and securely each bin. There would then be an annual cost of £162 to empty the five new bins and the bin on the playground area every eight weeks by DWP. The clerk confirmed that the parish council had sufficient funds to cover the one off costs and ongoing costs without a need to raise the precept in the future. Following a discussion it was agreed to purchase the five bins, fit them and fund the collections by DWP. **Item discharged**

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

**NOTE:** Bins ordered and collection arrangements agreed with DWP on 23/8/16. **Item discharged**

JM raised an odour issue with an existing dog waste bin by the bus stop. SF asked that this be reported direct to DWP via the dorsetforyou website, JM acknowledged this

P.16 16.62. Clerk to report back on future DCC Highways non-essential tasks. The clerk confirmed a report had been forwarded to all councillors recommending that the parish council use the existing local contractor to complete one off non-essential tasks to enable the parish council to gain an understanding of costs in the 2017/18 year. The clerk to report back when preparing the 2017/18 precept information. **Item discharged.**

**Proposed by JM, Seconded by MM and agreed by all.**

P.17 16.69. SF to update on telephone kiosk and defibrillator. SF asked that this action be rolled over to the following meeting. **Item ongoing.**

The clerk informed the meeting that Zeals Parish council had held a successful (30 plus residents) awareness session for the defibrillator that has been provided in Zeals. Out of this came a proposal for Zeals and Bourton to see if there is sufficient interest to create a group of on call volunteers who are trained in first aid response and would be available in the event of an emergency request from the ambulance service. Following a discussion it was agreed that a joint advert for a co-

ordinator and volunteers should be arranged with Zeals to establish if there is sufficient support.

**Proposed by JM, Seconded by MM and agreed by all.**

**ACTION:** Clerk to arrange with Zeals Parish Council and report back to next meeting.

### **16.75 REPORTS by the DISTRICT and/or COUNTY COUNCILLOR**

SF confirmed that there was no update for this meeting on behalf of the County Council.

PW informed the meeting that the consultation phase for the ongoing process to combine the existing nine county and district authorities has been pushed back to conclude at the end of October 2016, due to the summer holiday period. PW stated there will be county wide information provided including to every household to enable all residents and businesses to contribute. PW reminded the meeting that the likely outcome will be two unitary authorities for Dorset, one being URBAN for the Bournemouth/Poole conurbation, possibly with Christchurch and/or East Dorset and one being RURAL for the rest of Dorset. PW stated that the reality is that whatever the position North Dorset will be in the rural unitary authority. SF stated that there were two places for councillors at one of the three workshops. SF and JM confirmed they would be attending the session on 20/9/16 at The Blandford School (Note: Places already booked for SF and JM).

### **16.76 PLANNING MATTERS**

#### **16.76.1 Applications received – One**

1123/16 White Lion PH – Retrospective planning application for erection of a bandstand type structure in gardens. JM confirmed the Planning Sub Group had considered this and there were no objections. There were no objections from any councillors present. NDDC have been informed.

#### **16.76.2 Applications granted – None**

#### **16.76.3 Applications withdrawn - None**

**All applications can be viewed on dorsetforyou planning portal and via the village website.**

#### **16.76.4 Bourton Mill**

JM informed the meeting that the central government grant for the development would be in place by the 8/9/16 and it is hoped work will commence shortly after this date. The builder and site manager have been confirmed and JM remains the single point of contact for the parish council.

PW pointed out there had been several breaches of the perimeter recently with the latest one on the front being repaired promptly but the rear fencing was still easy to part and access gained. SF informed the meeting that PCSO Levy had attended one of the latest incidents promptly and caught two trespassers, from Bristol, taking photographs who were ejected and details are available for the owner should he wish to take a private action for trespass. The clerk confirmed that the owner's agent and builder are regularly attending the site and replacing or securing any missing or moved fencing.

#### **16.76.5 Solar/Wind/Photovoltaic Sites**

PW confirmed there were no new updates on the solar development at Cucklington.

### **16.77 FINANCE**

#### **16.77.1 Accounts to be paid – Eight**

P Cowell	August cemetery and verge cuts	£388.80
IJ McVie	Reimburse for deposit of stone for Queen Oak	£330.00
HMRC	Q1 2016/17 PAYE	£487.68
P Cowell	Additional works in July (tree cutting, weed kill).	£414.00
M Withers.	NPG Expenses	£59.20
Mrs H Palmer	Tickets for further fund raising seminars	£60.00
P Cowell	W&HG bank works in August (cut and clear).	£240.00
S. Firbank.	Engraving on annual trophy.	£12.80

TH and MM asked for clarity on two payments which the clerk provided.

**Proposed by PW, seconded by JM and agreed by all councillors.**

#### **16.77.2 Accounts received – Four.**

Mr Moores.	Rent on new cemetery 15/16 and 16/17	£120.00
Mrs Hallet.	Rent of marquee	£200.00
Groundwork UK	NPG Grant 16/17	£2950.00
LC Hill Undertakers.	Ashes internment	£91.10

All councillors noted the payments received.

#### **16.77.3 Grants and Donations. None.**

## **16.78 NEIGHBOURHOOD PLANNING GROUP**

SF reminded the meeting of the update last month and that the next phase is one that North Dorset District Council manage, including a further public consultation. SF stated MW will update at the next meeting in September. All councillors noted this.

## **16.79 NEW VILLAGE HALL**

SF welcomed MC as a co-opted councillor and confirmed he had signed the declaration and would complete his interests' form which will be published on the website in due course.

MC provided the following update

"A brainstorming session was held on the 26<sup>th</sup> July involving 17 Bourton residents. The outcome of this was a set of ideas and major themes to support the development of the Business Plan, including:

- i. A hub for activities and events for the elderly and the young
- ii. A place to draw in new residents and people from the rural hinterland, including exploitation of super-fast broadband
- iii. A place for joint activities with the schools
- iv. A focus for fitness and fun, indoors and out
- v. A focus for the arts, appreciation and participation
- vi. A centre of excellence for environmental consideration and learning
- vii. A focal point for other community projects such as markets, hobbies, workspaces
- viii. A facility for social events, village and commercial, indoors and out
- ix. A facility with the potential to grow over time as the need/opportunity arises.

MC stressed that the business plan is not a budget and is not a blueprint for how a future hall would be run, it is a document to show with evidence how to deliver a new hall that benefits the community.

Following this, a project meeting was held on 15<sup>th</sup> August:

- x. Feedback was given on the necessary Business Plan content and supporting documentation as a result of attendance at a Dorset Community Action training event. It was noted that the critical issues will continue to be the level of local fundraising, the quality of the plan to deliver benefit to the community, value for money of the overall project (hall and land) as well as a sound operational budget and plan.
- xi. To begin the process of developing the main themes through individual "chapters" – a number of these have been commissioned as a result – and to identify the appropriate bodies/authorities with which to hold further discussions on topics including community-based services, environmental projects.
- xii. It was noted that the project must now seek to corral the available skills and experience in the village, including professional project management, market research, the collation of evidence and writing "selling" documents.

Further actions are planned for September

- xiii. To attend a further course on the collection of evidence for the Plan.
- xiv. Following the two surveys that have been conducted, to bring together all of the facts and estimates, opportunities and risks that are involved in deciding on the options for the existing hall and the new hall project"

MC concluded by reminding the meeting that the work being carried out is to inform a decision from four options, do nothing, modernise or refurbish on the current site, rebuild on the current site or build on a new site, this last option has two potential sites that have enabling housing and are rightly both referred to in the neighbourhood plan.

PW thanked MC for the update and the work being carried out. He added that the neighbourhood plan does not prioritise between the two potential new site locations and that in the future the parish council will need to establish its preferred site. JM enquired whether the parish council would have costings for a site. MC stated that the two surveys had produced costings to do works on the existing site. MM asked if the parish council and village would see this information. MC stated they would albeit that at the moment the work is being done with one of the surveyors to

clarify some of their work and explanations. PW stated that due to the costs associated with rebuilding on the present site, this was unlikely to be a viable option. MM stated that the council must remember they can only state a preferred site as ultimately the decision is one that will be made from any planning application submitted by either or both of the named sites in the neighbourhood plan. MC pointed out that it is for the owners of each site to decide if they wish to put in a planning application but they are unlikely to get any planning approval before the transfer of the amenity space including the space to build a new hall upon. TH pointed out that in the future it may be that only one of the two owners submits a plan which in a way could be a blessing in disguise. MM stated it would be good that the site chosen is one that the majority of villagers favour and that the parish council agree with. MC pointed out though that the village hall management committee would need to explore all options in terms of cost of a new hall build as the level of achievable fund raising will be a key factor. SF invited a question from the public which was asking if the village would have a say in selecting the location of the new hall. TH pointed out that this had been done including the last public session with the presentations by the consultants, with NDDC present and following on from that the responses from the public to the council that were recorded and made available to all via the website. MM stated that she believed there would be a need for some form of additional work or consultation on the village hall after the conclusion of the neighbourhood plan process. SF pointed out this was correct and based on the advice from NDDC in the past. JM stated that the parish council should see all the information and have a say in nominating their preferred option and/or site. MC agreed with these comments. MC pointed out that after the conclusion of the neighbourhood plan process there should be discussions with both owners. MC stated that following the next training session being attended he hoped that this will help articulate what evidence is needed and involve a consensus from the village. PW pointed out that there is likely to be a requirement to reform the Commercial Working Group once this can be carried out without compromising the neighbourhood plan process.

MM stated whatever is done before the parish council state any preference there must be transparency and that the village can have a say. MC pointed out that the Dorset Community Action do carry out independent consultative work at a cost and again he will research this further and report back.

SF thanked MC and reminded the meeting that the neighbourhood planning process must be completed and that the work currently being undertaken by the village hall management team will inform any future consultation and discussions on a preferred option or site by the council.

#### **16.80 TRAINING**

MC confirmed that he would be attending the Councillor Part 1 and 2 training sessions on 19/10/16 and 22/11/16. Once completed this would mean that eight out of the nine councillors would be trained, which is an excellent position to be in. SF thanked everyone for their efforts.

#### **16.81 FOOTPATHS**

**PLEASE NOTE Any member of the public can contact DCC on the dorsetforyou website, footpaths section and report a problem on line.**

TH confirmed there were no updates for this meeting.

#### **16.82 HIGHWAYS**

JM confirmed there were no other updates for this meeting.

#### **16.83 TRANSPORT**

SF stated that there were no other updates.

#### **16.84 COMMUNITY SAFETY**

SF noted that the speed indicator device was repaired and back in operation.

SF and the clerk confirmed that PCSO Levy had provided an update in that there were no new reported crimes since the last meeting and that she had attended the mill site and dealt with trespassers found. PCSO Levy asked that residents now take extra care as people order oil supplies for the winter and that wherever possible they take additional security measures such as sturdy locks and alarms. PCSO Levy confirmed that a further 23 people had signed up to Dorset Alert bringing the total to just under 60 residents. [alert@neighbourhoodalert.co.uk](mailto:alert@neighbourhoodalert.co.uk) .

#### **16.85 CORRESPONDENCE**

NDDC Planning application White Lion PH 1123/16- PSG and website

NDDC Electronic planning project update to clerks - Noted and filed  
DAPTC Bite sized training sessions advert - Noted and filed  
DAPTC Information concerning training opportunities - Noted, filed  
DAPTC New 105 number for power cuts - All councillors, website, NBs  
DAPTC Dorset Clinical Commissioning Group update - All councillors  
DAPTC NALC survey on housing - Clerk replied, sent all councillors  
DAPTC Information on Dorset organisations - Website  
DAPTC Information and advert on RoW volunteers - All Cllrs, W&HG, NB, website

There were no questions from councillors in relation to correspondence

#### **16.86 ANY OTHER BUSINESS**

The clerk informed the meeting that the new tri partnership Housing Department had been set up with a joint Housing Enabling Officer, Teresa Rabbetts appointed. They have reminded parish council that they can complete housing needs surveys and other work where required. GM pointed out that the issue of affordable housing needs to be kept on top of and that past work by district and county had not always been successful. SF noted this and pointed out that the new mill development brings six affordable houses into the district funded by the developer which is a positive example of the process working.

SF informed the meeting that the current clerk had tendered his resignation due to changes in his personal business and wishing to spend more time with his family. SF reminded the meeting that the clerk had been in post for over three years and had changed many of the working practices of the parish council. SF pointed out that currently the clerk is paid for seven hours work per week and an additional £96 per year for using his home address as an office. The norm is to advertise the post at the national pay point called SCP 16, currently £8.924 per hour. SF asked that the advert, based on feedback from the clerk for the 2017/18 years onward, offers the role for 40 hours per month commencing on the SCP 23, which is £10.944 per hour plus the £96 per year office expense. The clerk confirmed that if he had been able to remain in post he would have requested the increase in hours given the additional tasks taken on such as management of non-essential highways works. MM asked if the councillors had been intrusive enough in the past when completing the annual review of pay and hours, as it is difficult for the clerk to ask for a pay rise or increase in hours for himself. The clerk pointed out that the parish council had increased his hourly rate every year and that he is currently near the top of the pay scale so therefore he believed the councillors had always considered any representations made at the annual general meeting. GM agreed with this and stated that the additional hours should be agreed regardless of who is the clerk. SF pointed out that the Zeals Parish clerk post would also be vacant and the clerk was progressing the placement of both adverts at the same time albeit for different hours. Following a discussion it was agreed to progress the advert and the pay point and hours whilst agreed would need to be ratified formally as an agenda item at the September 2016 meeting.

**Proposed by GM, seconded by MM and agreed by all councillors.**

**ACTION:** Clerk to progress advert in conjunction with Zeals Parish Council

**16.87 DATE OF NEXT MEETING - MONDAY 26<sup>TH</sup> SEPTEMBER 2016 AT 7PM.**

Chairman: S.Firbank

Date: 22<sup>nd</sup> August 2016

**Note: The minutes will be reviewed and formally ratified by the BPC on 26<sup>th</sup> September 2016**