

**MINUTES OF THE MONTHLY MEETING OF BOURTON PARISH COUNCIL**  
**HELD IN THE VILLAGE HALL AT 7.00 P.M. ON MONDAY, 25<sup>TH</sup> JANUARY 2016**

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

**15.150 OPEN FORUM**

SF welcomed everyone to the monthly meeting and reminded all present that the "Open Forum" is an opportunity for members of the public to ask questions or make statements. Once the "Open Forum" is concluded the public are present to watch and listen to proceedings only.

Bourton Mill Variation to outline planning permission – A number of residents expressed concerns about the district council planning portal and the difficulties they have had accessing the relevant documents explaining the proposed variations to the outline planning permission. These included some basic issues such as the chronological list of documents not matching the actual documents, the confusion of some document titles not relating to the document contents, the need to open every document, in excess of 86 to see what is in each one (some of these obviously run to many pages) and the short time scale for consultation given the volume of documents. The parish councillors agreed with these observations and the clerk was tasked to write to NDDC outlining the problems (Please see appendix (A) from the clerk to NDDC attached to the minutes that are on the village website). A member of the public informed the meeting that he had pointed out to NDDC that they had failed to place the legally required notices at the site. He said NDDC had acknowledged this and notices had been put up with a revised date for submission of representations by the public. He confirmed that NDDC had extended the consultation period by 21 days from the 21<sup>st</sup> January 2016. SF thanked him for this additional information.

Four members of the public confirmed they had written to the district council with objections to the amended proposals and in particular concerns over the replacement of the business units with six dwelling houses, the increased risk of flooding, the size of the allocated flood relief area, the application to complete certain environmental works after houses have been built and that the 'sequential testing' completed for NDDC in 2012 was based on having business units and not additional housing. During these discussions a member of the public asked the Chairman if it is right he chairs the meeting as he is a neighbour to the property. SF stated that in his view he did not have a disclosable pecuniary interest and that he has always declared a personal interest in that his property borders the opposite river bank to the mill site. SF further stated that should there be a motion and vote on the mill application in the spirit of transparency he would abstain to avoid any criticism at a later date. SF confirmed this application would be discussed later in the meeting and asked that individuals made any representations they have to the district council.

Rugby Cottage Variation to outline planning permission – A member of the public informed the meeting that as with the earlier discussions the district council planning portal had been difficult to access and understand and was missing one document making it impossible to comment without all the information. SF confirmed this application would be discussed later in the meeting and asked that individuals made any representations they have to the district council.

158 Bus Service - A member of the public informed the meeting that the county council were reducing the level of bus services across Dorset. While this did not directly affect Bourton she has learnt via the Western Gazette that the Somerset Council are considering removing their funding contribution to the 158 bus service which goes from Wincanton to Shaftesbury. She also reminded the meeting that the Wiltshire County Council are also reducing funding for bus services. Therefore if Dorset County Council do not meet the shortfall in funding of the 158 route it would almost certainly stop. SF asked if she could provide the relevant information to the clerk who would in turn write a letter to the relevant county councils. (E mail to DCC sent 29/1/16 and reply is as follows).  
'Hello Iain, I have been advised today that Somerset CC proposes to withdraw its portion of funding for Saturday operation of route 158. Should this be ratified by Cabinet and then Full Council, funding will be withdrawn at 12 weeks' notice. Route 158 also appears in the Wiltshire consultation under the option to reduce rural bus services to 2-3 buses a day on regular routes. Route 158 is not included in the DCC consultation on routes proposed for withdrawal. However, it is very unlikely that DCC will make good any funding shortfall that results from the decisions of

neighbouring authorities. The worst case outcome from these proposals would appear to be that route 158 would reduce to 2-3 services/day Monday to Friday. Kind regards.

Andy Shaw, Services Manager Dorset Travel'.

Dorset County Council – Roger Bell (DCC) introduced himself and explained his role as Bourton Parish's community contact for matters relating to highways, traffic engineering, enforcement and any local community issues that DCC are responsible for. He reminded everyone that if they wish to report such things as potholes, highways problems or footpath issues this needs to be done through the 'dorsetforyou' website and he will then ensure the work gets done. He confirmed that he would look at if the cross hatchings at West Bourton Road could be infill painted in red to highlight them more to motorists. He also confirmed that he would continue tasking road cleaning and drain clearing whenever problems were reported or found by him on his regular inspections. A member of the public asked if he would be looking at the speed limit in the village. Both he and the clerk reminded the meeting this has been looked at by DCC a number of times and would remain at 40mph. The clerk reminded the meeting that the village had invested in a speed watch group and a speed indicator device which has improved road safety in the village.

Dorset Police – PCSO Vicky Levy informed the meeting that since the last parish council meeting there had been no reported crime. She did explain that there had been an increase in the theft of motor-cross bikes from garages in the surrounding towns and villages. She reminded everyone of the need to secure garages and outbuildings to deter would be thieves. A member of the public said that the recent publication of people imprisoned across the county was a good idea. PCSO Levy added that the police also issue a regular newsletter on their website and that she passes a copy to Nick Hall which is published on the village website for information. She also informed the meeting that she will continue to hold regular police surgeries in all villages and these will be advertised on the website and locally. A member of the public asked if there is any cross border work done. PCSP Levy confirmed she does hold regular meetings with the PCSO in Mere and intelligence is exchanged. She confirmed that unlike Mere, Gillingham still has police officers operating out of its station covering the rural and town beats.

SF thanked Roger and Vicky for their time and they left the meeting.

#### **15.151 DECLARATIONS of INTERESTS**

All councillors present declared a disclosable pecuniary interest in relation to the agenda item on setting the 2016/17 precept. The clerk confirmed all had a legal dispensation for the discussion and decision and a copy of each dispensation is retained by the clerk for four years.

The Chairman repeated his personal non pecuniary interest declaration concerning the mill site planning application and that he would voluntarily not participate any subsequent vote or decision.

#### **15.152 MINUTES OF THE PREVIOUS MEETINGS**

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

#### **15.153 ACTIONS ARISING FROM THE MINUTES**

SF confirmed that the two outstanding actions were covered later in the meeting.

#### **15.154 REPORTS BY THE DISTRICT AND/OR COUNTY COUNCILLOR**

SF informed the meeting that the NDDC Local Plan Part 1 had been adopted and can be viewed by the public on <https://www.dorsetforyou.com/planning/north-dorset/planning-policy> copies are on the two noticeboards confirming this and explaining where the plans can be viewed by the public.

#### **15.155 PLANNING MATTERS**

##### **15.155.1 Applications received – Three**

15/1398/VARIA Grange Cottage, Chaffey Moor Hill - Variation condition 4 of Listed Building 15/0277/LBC removing the section that requires retention timber pegged frame on east window.

MW confirmed this was reviewed by the Planning Sub Group, was supported and NDDC informed.

15/12601/VARIA Bourton Mill Site – Variations to existing outline planning permission.

MW briefly updated the meeting concerning the history of the application and reiterated the issue raised in the open forum concerning the difficulty in using the planning portal to review all the documents. He reminded the meeting that the issue of the derelict mill site has been something everyone wants to see resolved. He stated that the proposed variations to the granted outline planning permission are probably the best opportunity to see the site cleared up. MW stated he understood that there had been some form of test done concerning the likely employment use from any new business units and this test showed no one would be likely to wish to operate a business

from this location. He stated that viability is the key to getting any scheme off the ground and these amended proposals seem to increase the viability of the scheme and would on the face of it rid Bourton of a carbuncle. MW acknowledged though the lack of and confusing provision of detail through the planning portal and that the parish council were not experts on such matters as flood prevention and environmental issues. SF asked if MW felt the parish council could make a decision on their representations tonight. MW stated he did not think this likely.

MM stated that she felt strongly about the views given by the public and that the format of the NDDC planning portal was in places unintelligible which in turn reduced the effectiveness of the consultation process for the public and be assertive in telling NDDC this fact. MM further stated that the loss of the potential employment units and no additional affordable housing was a pity.

GM reminded the meeting that central government does provide match funding where affordable housing is built. He pointed out there is one more affordable housing unit proposed and that there are more two bedroomed properties that would be attractive to first time buyers. He added that he was pleased to see likely development on the site as it had been going on for far too long. He said the parish council must do all we can to encourage this development and get it off the ground.

AM stated he was disappointed to see the live and work units taken out and had concerns over the small size of the flood relief area.

TH stated that he was disappointed not to have heard or seen any objections from the public concerning traffic and population increase. He stated while the frustration of the NDDC planning portal is unfortunate too much emphasis on this and NDDC procedures has deflected from what are the issues with the proposed variations to the application. TH further added that he was more concerned with whether existing residents would be at greater risk of flood after any development than whether the new dwellings would be. He pointed out developers want to sell their new builds so will make sure the risk of flooding is minimised otherwise they will never sell any of the houses. He queried whether the variations would lead to increased risk of flooding after any new development is built and that there was a lack of risk of flooding evidence showing residents of Bridge Street would have an increased risk of flooding. SF opened the meeting to the public at this point, during this session the clerk had to remind one member of the public to not shout and to raise his concerns in a constructive way.

A member of the public asked TH to clarify which flood risk documents he had read and that the parish council can take action if they are not happy with the application. SF pointed out they were already going to write to NDDC concerning issues with the planning portal. The member of the public stated that he did not believe the proposed flood plain provision would be sufficient and the run off of water would also be an issue. He also highlighted an error in one of the reports that referred to the River Frome rather than the River Stour.

Another member of the public referred to the flooding in 1982 and that following this he had made alterations to his house to ensure this could not happen again.

Another member of the public pointed out that the proposed development would bring more people to the village and ensure that services such as the doctor's surgery, the shop, post office and garage do not disappear and is important in keeping the village viable. She also pointed out that whether there is a new development or not if the river is going to flood severely it will happen regardless of the new development or not.

Following a discussion the councillors took the view that they needed to further consider the information and that the planning sub group should progress a further review of the papers and consult with all the parish councillors. During this session the clerk confirmed that the parish council could either confer by e mail and agree a response to the district council before the expiry date for submissions or hold an extraordinary general meeting (EGM) then put a submission to the district council again before the submission expiry date. GM stated he favoured an EGM.

The councillors agreed to get the planning sub group to complete some further work and consult with the other parish councillors and then progress a submission before the deadline.

**Proposed by GM, seconded by JM and agreed by all councillors**

**ACTION:** PSG to complete further research, consult with full council and progress a response to NDDC.

**151827FUL Rugby Cottage – Variation to development of ten new dwellings.**

SF confirmed that there had been a number of representations made by residents concerning the suitability of elements of the proposal. MW pointed out that the application showed the removal of three trees with preservation orders and that the proposals had an adverse effect on existing neighbours, especially at the north end of the plot. He further added that there needed to be traffic restriction movements during the build phase at school times. All councillors agreed that these

issues need to be addressed by the applicant and that NDDC should not approve any application until this is the case. MW reminded the meeting that there was outline permission in place so the parish council can only raise objections that are caveats to the granted outline planning permission. Following a discussion it was agreed to submit a recommendation acknowledging the granted outline permission with the caveats outlined in the parish council meeting and from residents considered objections submitted to NDDC already.

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

**ACTION:** MW to prepare response and forward to NDDC. (Note action completed 26/1/16 please see appendix B attached to the minutes on the village website from the clerk to NDDC).

**15.155.2 Applications granted – One**

15/1006/FUL, 2 The Gables – Create self-contained annexe. MW confirmed this had been granted permission by NDDC on 19/1/16. JM stated that since the grant a tractor has again started to be parked on the access road bearing in mind the applicant referred to only cars parking so as to avoid blocking access. She stated this was an expected but rather disappointing action.

**15.155.3 Applications withdrawn - None**

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

**15.155.4 Bourton Mill**

SF confirmed there was no additional information.

**15.155.5 Solar/Wind/Photovoltaic Sites**

SF confirmed there was no additional information.

**15.155 FINANCE**

**15.155.1 Accounts to be paid – Three**

IJ McVie	Expenses reimbursement	£118.80
OST	Purchase of additional brackets for SID poles	£109.90
IJ McVIE	Re-imbusement to NDDC for copy of plans	£ 10.00

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

**15.155.2 Accounts received – One.**

Appleby and Childs	Erect new gravestone	£ 80.30
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**15.155.3 Grants and Donations. None.**

**15.156 PRECEPT 2016/2017.**

SF confirmed that all councillors had received the quarter three audited accounts and had received the draft proposal for the 2016 to 2017 precept and that copies had been placed on the village website as usual. The clerk confirmed that as of the 31/12/15 the parish council had £45851.15 with all outstanding accounts paid. SF confirmed that the proposed precept is for £24,053, GM confirmed this would be a reduction of £1500 on the previous year. The clerk confirmed this was the case and that the current level of savings and proposed precept would enable the parish council to operate next year and have sufficient funds to cover any additional costs for the council as the new village hall project progresses. Following a discussion it was agreed to accept the draft proposal and set the precept for 2016/17 at £24,053. (Note: Forms sent to NDDC on 26/1/2016).

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

**15.157 NEIGHBOURHOOD PLANNING GROUP**

MW informed the meeting that both he and Pat withers had decided to continue on the NPG and SF thanked both for this decision and for all their work in progressing the neighbourhood plan.

**15.158 NEW VILLAGE HALL**

MM provided the following update

The Working Group has established its terms of reference which have been posted on the village website and has met twice. At its first meeting, the Group adopted the title of Commercial Working Group (CWG) in order to distinguish its fact-finding task from those activities/processes of the Neighbourhood Planning Group and from the local decision-making body for the village, the Parish Council. The CWG has discussed the way it intends to tackle the task and, as a first action, letters have been sent to each of the representatives of the landowners under the signature of the Chairman of the Parish Council in order to inform them of the composition and remit of the CWG and to solicit their engagement with it. Both representatives have responded confirming their willingness to discuss matters further with the CWG. The CWG has also discussed the following:

At the present stage of both the Neighbourhood Planning process and the plans being developed by the landowners, the CWG will largely only be able to reach conclusions that reflect the “in

principle” intentions of the landowners in terms of co-operation with/support of the Village Hall and amenity land projects, rather than definitive/costed legal agreements.

The process of exploring these intentions must continue to be entirely separate from the technical, environmental, social and other land-use policy considerations that will be reflected in the NP.

The Neighbourhood Plan process and formalities and the decisions yet to be made about its final content, particularly with regard to the selection of the site of the New Village Hall and amenity land already suggest that CWG actions and inquiries may need to take place in more than one phase.

The CWG is now in the process of taking further soundings from the North Dorset District Council Planning Policy team and other advisers and to proceed to set up and prepare for initial meetings with the landowners’ representatives. MM informed the meeting that the CWG does have to consider other timescales and will need to work with the NPG to ensure the work it is doing is not compromised or adversely affects the stages the NPG have to go through to progress the full neighbourhood plan.

MW informed the meeting that, subject to the advice and agreement of NDDC there may not be a need for the NPG to have any representation on the CWG as it would be better to keep the two groups separate for legal and other reasons. MM confirmed this was the view of the CWG. All councillors agreed this would be correct with the agreement of NDDC.

#### **15.159 TRAINING**

SF confirmed that DAPTC were reviewing their training and once this was provided the clerk would progress a training evening delivered by DAPTC at Bourton for all councillors to attend.

#### **15.160 FOOTPATHS**

SF took the opportunity on behalf of the parish council to thank the Wildlife and Habitat Group for all their recent hard work on footpaths and other wildlife work in the village.

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

##### **15.161.1 Mile markers and posts.**

SF confirmed the two mile markers were being progressed by Mere Fabricating.

**ACTION:** SF to report back to next meeting once cost obtained from DCC

#### **15.162 HIGHWAYS**

IM confirmed that DCC will provide a quote for two suitable signs and fitting for the two laybys to warn offenders not to illegally deposit litter or fly tip.

**ACTION:** IM to report back to next meeting once cost obtained from DCC.

#### **15.163 TRANSPORT**

SF reminded the meeting of the open forum item earlier.

#### **15.164 COMMUNITY SAFETY**

The clerk read the following update out to the meeting: ‘The Community Speed Watch team has noticed an overall reduction in the speed at which vehicles travel through the village since the Speed Indicator Device (SID) was installed in the autumn of 2015. We are currently awaiting the arrival of two additional poles onto which the SID can be mounted so that we have more flexibility in its deployment. We feel that the combined effect of our Speed Watches and the SID is working well. The team carries out watches twice monthly at varying times of day and as the evenings begin to draw out again we will resume late afternoon watches. Our records show that on average in the half hour period 8.30am to 9am between 200 -218 vehicles pass through the village.

As a group, we are concerned about the total disregard for the hatchings clearly marked at the junction of West Bourton Road and the main road (New Road). We have witnessed a number of incidents which were examples of poor driving that posed a danger to other road users. Might the parish council consider approaching County to introduce red ‘island’ type markings as ‘No Go’ areas, such as those we see in built-up areas, in the vicinity of West Bourton road junction leading down eastwards to Chestnut Cottage?’

The clerk explained that the county council speed indicator device (SID) manager had instructed that the existing DCC fitted pole (opposite the church) could not be used by the village until the site had been assessed by them along with the two proposed sites for the additional poles. IM explained while this was frustrating it should only delay the erection of the additional poles by two weeks. TH stated that it was a shame that DCC have felt the need to do this as the SID had been

very effective. IM agreed with this but as DCC have the legal responsibilities for all roads we would need to follow the DCC advice. (Please note DCC doing site visit on 3/2/16).

#### **15.165 QUEENS 90<sup>th</sup> BIRTHDAY BEACON 21<sup>st</sup> APRIL 2016**

SF informed the meeting that along with the 'Fly the flag for the Commonwealth' there is a national proposal for towns and villages to arrange the lighting of bacons on 21<sup>st</sup> April as part of the Queens 90<sup>th</sup> birthday celebrations. SF informed the meeting that Councillor Williams asked that this is placed in the minutes to see if a volunteer would be prepared to progress this for the village.

#### **15.166 CLOSURE OF POST BOX OUTSIDE OLD SHOP**

SF informed the meeting that the small post box outside the old shop had been removed by the Post Office and that there had been at least one representation from the village about this being done. Following a discussion it was agreed to ask the Post Office to consider placing a new post box in the vicinity of the large noticeboard opposite the War Memorial

**ACTION:** IM to write to the Post Office (Note: Post Office written to by e mail on 31/1/16).

#### **15.167 CORRESPONDENCE**

17/01/2016	DAPTC	Clerk information for sole trustees - Not applicable filed.
17/01/2016	DAPTC	Information on draughts training 23/1 - Filed too short notice
17/01/2016	DAPTC	Request from DAPTC to clerks for information - Done 17/1
17/01/2016	DAPTC	Agenda for Equality/Diversity Mtg 19/1 - Filed too short notice.
17/01/2016	DCC	Cancelling SID provision in Bourton - Copy Chair & Speedwatch
17/01/2016	DCC	Reduced Youth Services information - Filed as info only
17/01/2016	DCC	Revised Highways Service provision - All councillors
17/01/2016	NDDC	Customer Survey - Completed 17/1/2016
17/01/2016	DAPTC	Neighbourhood Planning event information - To NPG and filed
24/01/2016	Mr Cox	Copy of email to NDDC re Mill Site Planning - To all councillors
24/01/2016	Mr Sullivan	Copy of letter to NDDC re Rugby Cottage - To all councillors
24/01/2016	Mr Mrs Westerman Loe	Copy letter to NDDC re Rugby Cottage - To all councillors
24/01/2016	Dorset	Community Action training info for clerks - Noted and filed
24/01/2016	Dorset	Community Action surgery dates 2016 - Website
24/01/2016	DCC	Superfast Broadband update - To website

#### **15.168 ANY OTHER BUSINESS**

SF on behalf of village and council thanked all the people involved in ensuring the Christmas tree was again such a great success and appreciated by residents and visitors.

SF informed the meeting that James Mann with others was hoping to organise the village fete this year and has started to look for volunteers to assist. As usual the date will be in July and this will be confirmed in the future. SF asked for people to volunteer and support this event.

SF informed the meeting that Dorset Community Action were running the 2016 Dorset Best Village Competition. The clerk reminded the meeting that with sites such as the derelict mill site this would not be something the village could enter. After discussion the council agreed to no further action.

#### **15.169 DATE OF NEXT MEETING - MONDAY 22<sup>ND</sup> FEBRUARY 2016 AT 7PM.**

Chairman: S.Firbank

Date: 25<sup>th</sup> January 2015

**Note: The minutes will be reviewed and formally ratified by the BPC on 25<sup>th</sup> January 2016**