

**MINUTES OF THE MONTHLY MEETING OF BOURTON PARISH COUNCIL**  
**HELD IN THE VILLAGE HALL AT 7.00 P.M. ON MONDAY, 23<sup>RD</sup> FEBRUARY 2015**

**PRESENT:** S Firbank (Chairman), G Miller, J Morgan,  
C Price, P Williams, M Withers and I McVie (Clerk)  
**APOLOGIES:** L Jones, A Miller, D Lawes and PCSO Vicki Levy (Dorset Police).  
**ATTENDING:** Andrew Cattaway (County Councillor) and 12 members of the public.

**14.216 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.

A member of the public explained that the request for a donation (Wildlife and Habitat Group) later in the meeting would be used to provide equipment to help the volunteers complete work in the village and to purchase six small 'British flowering tree's' to plant behind each of the new village gates with some additional low growing native shrubs at the base of the gates. It was agreed that these additions would enhance the entrance points to the village. CP asked what arrangements would be needed to maintain these trees and plants. IM confirmed the maintenance contracts would reflect any work needed and would include a twice yearly cleaning requirement for the village signs. All present agreed this proposal would be an enhancement to the look of the village.

A member of the public informed the meeting that he had made some enquiries with the Highways Agency concerning any planned road surface improvements to the A303. He informed the meeting that it appears there will be some re-surfacing work completed on the east bound A303 carriageway adjacent to the village, which, while positive was not a re-surface of both carriageways of the A303. Following discussion the member of the public kindly agreed to support JM with progressing a petition to get all of the A303 adjacent to Bourton re-surfaced to reduce noise.

A member of the public raised a concern about a safety issue on footpath 28. SF asked that the member of the public discuss this with the volunteers who have recently completed work on all the village footpaths and that if there were any issues they should be reported direct to Dorset County Council (DCC) via the website 'dorsetforyou'.

A member of the public asked if the parish council would be prepared to fund some additional work to update the design of the village website. All councillors agreed this would be a good idea and the member of the public agreed to provide the costs to the clerk for the March meeting.

A member of the public brought two points to the meetings attention. The first that in her opinion a number of footpaths in the village were not maintained to a sufficient standard. Another member of the public pointed out that in the month of January all outstanding work on every footpath, except footpath 11, had been completed by DCC and a group of volunteers from the village. He further pointed out that the work carried out had only been possible because of the hard work and time given by a small group of volunteers and he invited the reporting member of the public to join the group of volunteers to continue the maintenance of footpaths with the county council, who are responsible for ensuring, within reason, that footpaths are kept in a good condition and signposted. Her second observation was that the recently erected white village gates were unsightly and that the village had not been consulted and that the expense on them was not justified. The clerk reminded the meeting that the village had been consulted as part of the village design statement and the neighbourhood plan. During this consultation the vast majority of the village expressed a wish to have signs to identify the village. The clerk also reminded the meeting that the process of deciding to purchase and erect the gates had taken many months and all the information and decisions had been recorded in the monthly meetings of the council. This process had also included due diligence concerning obtaining various quotes for various designs and materials, again this has been recorded in the minutes, which are published each month on the noticeboards and the village website. MW reminded the meeting that it was from the 'Village Design' consultation in 2011 that the proposal for village gates came from and the council had responded to this majority view from villagers. SF concluded the discussion by stating that while the member of the public may personally not like the gates there have been many villagers making positive comments and this was an example of the parish council responding to a public consultation.

#### **14.217 DECLARATIONS of INTEREST**

S. Firbank and C. Price declared a personal interest in Bourton Mill (neighbour).  
M. Withers declared a personal interest in the new village hall (neighbour).

#### **14.218 MINUTES OF THE PREVIOUS MEETINGS**

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

#### **14.219 ACTIONS ARISING FROM THE MINUTES**

SF confirmed the following actions had been completed:

SF confirmed the Rugby Cottage outline planning application did not have to provide a percentage of affordable housing, as the proposed development is for 10 or less dwellings and IM stated that the Section 106 did not include the offer by the developer to provide funding for youth facilities (community infrastructure levy). PW stated that there appears to be some confusion as to what the limit is as the NDDC Local Plan Policy 7 'Delivering Homes', which is referred to on Page 14 of the Bourton NP SEA Scoping Report refers to 10 or more dwellings. MW stated he would check the NDDC plan and the definitive guidance given by central government and have this added to the minutes. Please note MW has confirmed that the government guidance states

**"Due to the disproportionate burden of developer contributions on small scale developments, for sites of 10-units or less, and which have a maximum combined gross floor space of 1,000 square metres, affordable housing and tariff style contributions should not be sought..."**

Therefore the wording in the NDDC Scoping Report is incorrect and MW will seek to get this amended to read "**on all sites where 11 or more dwellings are proposed.**"

IM confirmed that the owner of Hollyhome, West Bourton had been written to and that he had replied stating there was no further information at this time concerning the EIA.

IM confirmed that the DCC Ranger had applied to DCC for the funding to dig out and infill the grass verges outside the row of cottages. He confirmed that this would be a standing agenda item under highways until the works were completed by DCC.

IM confirmed that he had placed adverts in the Blackmore Vale, the village website and noticeboards in relation to the tenders for next year's verges, banks and cemetery maintenance and again would ensure that this is an agenda item under highways for the next meeting.

IM confirmed that the increase in wages for the clerk had been processed and that the agreed 2015/2016 precept information had been sent to NDDC for processing.

SF confirmed that the remaining two actions would be dealt with under the agenda items of footpaths and highways.

IM confirmed that he had written to the Headmaster concerning road safety and the Headmaster had replied thanking the council for its interest and confirming the school had assessed road safety for pupils and are happy they have in place the safest measures to ensure the safety of children entering and leaving the school premises.

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

AC (County Councillor) informed the meeting that the County Council had 'with great regret' raised next year's council tax by 1.99%. There were no other questions from the parish council.

GM (District Councillor) informed the meeting that NDDC had decided to freeze next year's council tax and had approved a plan to reduce costs to continue to provide local services within North Dorset. He also confirmed that NDDC had appointed Matt Prosser as the new chief executive and he will be the chief executive for NDDC, West Dorset and Portland and Weymouth Councils as part of the agreed tri partnership arrangements that will ensure NDDC can find the necessary savings in how the council is run, but, maintain the level of services to the public.

#### **14.221 PLANNING MATTERS**

##### **14.221.1 Applications received - One**

PLG00129/2015. Devon Cottage, East Street. – Erection of rear conservatory.

IM confirmed this was with the Planning Sub-Group who had reviewed the application and on behalf of the parish council did not have any objections and NDDC had been informed.

##### **14.221.2 Applications granted – One**

VAR0025/2015. 1 West Bourton Road – Variation to the outside render of the property

##### **14.221.3 Applications withdrawn - None**

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

#### **14.221.4 Bourton Mill**

SF reminded all present of the action taken by the parish council with NDDC to try and improve the security and safety of the derelict mill site. PW confirmed that the owners of the site, Clublight, had responded to the letter from NDDC stating they had instructed their agent to assess the requirements and arrange for new fencing and signage. PW also informed the meeting that NDDC had confirmed that a company called Southern Asbestos had removed loose asbestos from the site as instructed by the owners. NDDC were still checking if this work had been carried out correctly and that all such asbestos has been safely removed. PW also confirmed that NDDC had arranged for DCC Highways to assess the danger to road users and that this had been assessed as one of no danger. PW stated that he was somewhat skeptical about the level of engagement by the agent for the owner, the likely quality of any fencing works if and when completed and disappointment that the assessment by DCC concerning possible danger to road users including pedestrians. MW pointed out that any asbestos work has to be certified therefore NDDC should not have too great a task in confirming if this work was carried out efficiently and effectively. Following a discussion the following two actions were agreed.

**ACTION:** IM to chase up NDDC as to any works being completed by the owner, clarification of the asbestos work completed and the detail of the DCC Highways assessment of road user safety.

**ACTION:** PW to continue working with NDDC to resolve the security and safety of the mill site.

GM informed the meeting of a current consultation process being run by the Department of Communities and Local Government concerning the use of 'brownfield sites' to build more affordable housing on. While this may be some way off it could be something that would enable the mill site owner to access funding a housing development on the site which already has outline planning permission, albeit there would need to be an amended planning application made.

**ACTION:** SF to point this consultation out to the owner of the mill site and his agent.

#### **14.221.5 Solar/Wind/Photovoltaic Sites**

PW stated there was no further updates at this time.

### **14.222 FINANCE**

#### **14.222.1 Accounts to be paid**

St Georges School.	Annual playground maintenance	£ 373.50
IJ McVie.	Expenses including advert local paper	£ 102.57
PM Cowell.	Cemetery works	£ 192.00

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

#### **14.222.2 Accounts received**

IM informed the meeting that he had submitted a VAT re-claim for £2763.13 for this year.

#### **14.222.3 Grants and Donations.**

SF reminded all of the earlier open forum discussion and it was agreed to provide a total of £317 as a donation to the Wildlife and Habitat Group.

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

### **14.223 NEIGHBOURHOOD PLANNING GROUP**

MW provided an update for the meeting. He confirmed that under Regulation 12 of the Environmental Assessment of Plans and Programmes Regulations 2004, NDDC had sent for consultation the Bourton Neighbourhood Plan Scoping Report to the three statutory consultee's (English Heritage, Natural England and the Environment Agency) for their comments. NDDC also sent the report to a further 10 public bodies including DCC and local parish councils. He confirmed that the deadline for any representations is 27<sup>th</sup> March 2015. MW confirmed that while this consultation is taking place the NPG, with assistance from Planning Aid England, will be progressing the SEA report, which includes the village hall selection alternatives, the Neighbourhood Plan document itself, together with two other documents which are required under the NP legislation, the Consultation Statement and the Basic Conditions Statement. MW also informed the meeting that Nick Cardnell, the officer recently appointed by NDDC to deal solely with NP matters, has been taken off this work to assist the planning team dealing with the NDDC Local Plan, which has its public hearing in front of an Inspector from 10<sup>th</sup> to 19<sup>th</sup> March 2015. MW stated that while the NPG still has a lot of work to complete, this second moratorium on NDDC support to

NPG's is very disappointing at a time when the really important documentation is being drawn together. MW confirmed that the Scoping Report is available on the village website.

[www.bourtondorset.org](http://www.bourtondorset.org)

#### **14.224 NEW VILLAGE HALL**

PW informed the meeting that there was no further update as the new village hall project was awaiting the outcome of the work being completed by the Neighbourhood Planning Group. He asked if the temporary loss of the dedicated NDDC officer would affect the timescales. MW stated that NDDC would not be looking at any of the NPG work for the next three weeks, but, he was of the view that the NPG are still on track to produce the relevant documents by the summer of 2015 as previously promised. MW stated though it was important to get the documentation right first time as getting local plans through the Planning Inspectors seems to be difficult.

#### **14.225 TRAINING**

SF confirmed no updates at this time.

#### **14.226 FOOTPATHS**

SF thanked the volunteers who helped DCC in January to ensure all footpaths (excluding footpath 11) were cleared, signposted and repair works completed. IM informed the meeting that the countryside ranger had put in a bid to have section of footpath 25, High Street to New Road re-surfaced as the tarmac had been worn away due to water erosion.

AC provided an update as to whether any applications to divert the footpath were going to be submitted and how DCC plans to open footpath 11 as it is on the definitive DCC map of footpaths and public rights of way.

**ACTION:** AC to provide an update on footpath 11 at March 2015 meeting.

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

#### **14.227 HIGHWAYS**

JM stated that she was working to get the Highways Agency to complete noise reduction works on the A303 and would be working with a resident, Mr Bernie Sullivan to progress matters. SF thanked Mr Sullivan for his support and help.

**ACTION:** JM to progress and report to the next meeting.

IM confirmed that he would provide councillors with relevant information to make a decision on tenders for banks and verge cutting at the March meeting.

**ACTION:** IM to arrange for 2015/16 tenders information to be provided for the March meeting.

IM confirmed that the part night time turn off of street lights in Bourton had commenced and SF invited AC to provide an update. AC confirmed that he is dealing with one or two individual representations concerning this and that there are some teething problems with individual lights. He stated he is working with officers from DCC and the contractor to resolve these problems.

#### **14.228 TRANSPORT**

SF confirmed there were no new updates.

#### **14.229 COMMUNITY SAFETY**

PW confirmed that the Speed Watch co-ordinator and volunteers are completing their vetting, that a training day had been arranged and asked that the parish council meet the cost of any hall hire.

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

IM confirmed that he had received the final cost of the equipment for the speed watch team which would be £300. Following a discussion it was agreed to fund the equipment.

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

SF informed the meeting that the village now had a new PCSO, Vicky Levy, who was helping set up the speed watch group the co-ordinator. IM confirmed that PCSO Levy had provided a crime update in that since 1/1/2015 there had been one reported crime in relation to a dangerous dog, which the police were dealing with the owner. The police also are warning of shed and outbuilding thefts which have been occurring in the Gillingham area. SF confirmed that there would be a section on the village website for police reports and news from our PCSO.

#### **14.230 VILLAGE FETE**

SF reminded the meeting that the village fete had three groups who last year shared the proceeds from the village fete. These are St Georges Church, St Georges School and the Village Hall. SF informed the meeting that there is a need to find an individual to organise the fete which at the moment has one of two possible dates either Saturday 11th or Saturday 19<sup>th</sup> July 2015.

**ACTION:** Councillors to discuss with the church, school and village hall and canvas for a volunteer to organise the 2015 village fete.

#### **14.231 GENERAL ELECTION and LOCAL COUNCIL ELECTIONS 2015**

IM confirmed posters and information had been published on both noticeboards and the website and he had received one notification of interest. SF asked that councillors also publicise the forthcoming election and encourage residents to consider whether they would like to put themselves forward as potential parish and/or district councillors.

#### **14.232 CORRESPONDENCE**

01/02/2015	NDDC	Planning application Devon Cottage East Street - To PSG
01/02/2015	NDDC	Electronic newsletter from NDDC - All councillors & website
01/02/2015	DCC	DCC Highways 2015/16 works plan - All councillors and filed
01/02/2015	DAPTC	National Voters Registration Day - Website
01/02/2015	DAPTC	Roadshow event for towns with markets - Filed
01/02/2015	DAPTC	Information on DCC funding - To VHMC for information
09/02/2015	DCA	Dorset Community Action event 23/3/15 - Filed
09/02/2015	DAPTC	Poster for 2015/16 Dorset Best kept Village - Chairman
09/02/2015	DAPTC	Chief Executives Circular - To all Councillors
11/02/2015	NDDC	Rough Sleepers information - Filed
11/02/2015	DAPTC	Northern Area copies of two letters to NDDC and MP - Filed
11/02/2015	DAPTC	Northern Area January meeting minutes - All councillors
11/02/2015	DAPTC	Information on Walkersarewelcome.com - Filed
11/02/2015	W&HG	E Mail for donations £100 & £217 - Agenda February Mtg.
11/02/2015	DCC	Care Act in Dorset Survey - All councillors and website
17/02/2015	DAPTC	Information on two legislation changes - Noted, filed
17/02/2015	DAPTC	Information request to clerks on burial plots - Noted, filed
17/02/2015	DAPTC	Information on role of DAPTC - All Councillors
17/02/2015	CRW	Community Survey - All Councillors and website.
22/02/2015	LAG	LAG North Dorset info for 2015/16 funding-All councillors.
22/02/2014	DAPTC	Information on Facebook site for clerks - Reply sent, filed
24/02/2015	Boud Digital	Advert for services - Filed
24/02/2015	Dorset POPP	Dorset Partnership for Older People Mtg. 30/3-Chairman

Please contact the clerk if you require any further information.

#### **14.233 ANY OTHER BUSINESS**

SF and GM informed the meeting that the newly formed North Dorset Local Action Group (NDLAG) was looking for volunteers to support how the group decides on funding allocation for local projects and manages how bids for funding are assessed and monies allocated. SF asked all councilors to consider whether they wished to volunteer for this and reply direct to the NDLAG.

PW asked that the fencing protecting the 'Jubilee Tree' be repaired as sheep were damaging it.

**ACTION:** IM to arrange repair. (Note: Repair completed on 25<sup>th</sup> February 2015).

#### **14.234 DATE OF NEXT MEETING - MONDAY 30<sup>TH</sup> MARCH 2015**

**14.235** SF thanked everyone for attending and formally closed the meeting at 8.24pm.

Chairman: S.Firbank

Date: 23<sup>rd</sup> February 2015

**Note: The minutes will be reviewed and formally ratified by the BPC on 30<sup>th</sup> March 2015**

**VIEW THE BOURTON VILLAGE WEBSITE FOR INORMATION and NEWS**

**[www.bourtondorset.org](http://www.bourtondorset.org)**