

## **MINUTES OF THE MONTHLY MEETING OF BOURTON PARISH COUNCIL**

**HELD IN THE VILLAGE HALL AT 7.00 P.M. ON MONDAY, 27<sup>TH</sup> JUNE 2016**

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

**APOLOGIES:** Andrew Cattaway, PCSO Vicki Levy (Police) and Roger Bell (DCC)

**ATTENDING:** 10 members of the public.

### **16.30 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 and report issues such as footpath, highways, rubbish and graffiti direct to the county council via the dorsetforyou website or by ringing them directly. If the response is poor or late then this should be drawn to the attention of the parish council who would in turn approach the county or district council.

A member of the public reminded everyone present of a query he had raised concerning his view that a flood risk assessment is required at the bridge and parapet in Bridge Street. He reminded the meeting of the information he had previously provided and that the Environment Agency had declined to act as it is a responsibility of the public body who owns the location, in this case the county council. He stated that there had not been any assessment completed and was hoping to get a response from the county councillor but as AC is not available and sent his apologies this would have to wait. SF stated that as this was a matter that the county council was looking at the parish council would ask AC to reply directly and keep the parish council informed. The member of the public highlighted the recent road surface flooding and debris left by the short but recent violent rain storms. All parish councillors noted this and SF reminded everyone that the parish council along with individual residents had reported the excess road surface water and flooding in Bridge Street, New Road, West Bourton Road, Mill Rise and Chaffey Moor. SF pointed out that the water company and the county council had responded promptly to all calls and works were continuing in outside Bourton Fencing. The same member of the public informed the meeting that he had reported issues with Footpath 17 concerning overgrown vegetation and poor path surfacing. SF reminded everyone of the need to report such issues promptly to Dorset County Council. The same member of the public raised concerns he has had with the planning system run by NDDC and accessed via the dorsetforyou website. PW reminded everyone that the documents for each planning application are available on the planning system and that the final agenda and papers considered by the Planning Committee are all available via the Agenda and Minutes section of the dorsetforyou website prior to all meetings. Therefore the public and bodies such as the parish council can easily access all the information. The member of the public highlighted a recent planning application at 12 New Close where the plans did not seem to show anything about the drainage and its deterioration from that estate which in his view affects residents elsewhere. MW pointed out that this application had been reviewed by the planning sub group and there were some issues with the plans, including incorrect compass points. These errors had been pointed out to NDDC and the parish council had supported the actual application.

An update on behalf of the Village Hall Management Committee provided in relation to the progress of a new village hall. This is shown in the minutes under the new village hall agenda item.

An update on behalf of the Speed Watch Group was provided. The community speed watch team has undertaken frequent and regular watches at various times of the day in the four approved locations. The effect of the high visibility jackets upon oncoming traffic is immediate and traffic slows accordingly. On an average half hour watch, over 200 vehicles pass through the village and the majority of drivers respect the speed limit, the speed watch presence is merely a deterrent. The speed indicator device is about to go back to the suppliers to be checked for a software glitch. It is hoped the SID will be returned in full working order by the next Friday. SF thanked the volunteers for their hard work and continuing support to road safety in the village.

An update on behalf of the Wildlife and Habitat Group (W&HG) confirmed that they would be meeting to finalise details of the bank cutting and clearing to work with the contractor to continue the promotion of a wildlife and habitat area. It was also confirmed that the group had spoken to the SSE contractors in the village to ensure they did not dig up or destroy the verge in front of the large noticeboard (opposite the War Memorial). The W&HG continue to complete voluntary work in improve the footpaths in the village and are trying to work with the responsible authority, Dorset

County Council (DCC). Following recent discussions over footpath 11 there has been a Freedom of Information request sent to DCC asking for confirmation on the cost to the taxpayer of work done by DCC on footpaths where the responsibility legally falls on the landowner and to provide the value of the savings to the tax payer where volunteers do the work that the county council are responsible for on footpaths. The W&HG will keep the parish council updated. The W&HG had put in an objection to the most recent planning application for the Bourton Mill Site including raising concerns about the latest Ecology Mitigation Report. This also included points about the IOWA and that the report relies too heavily on a survey undertaken in 2005. This point was further supported by another member of the public. It was also pointed out that consultation response from the W&HG had not been put on the planning website by NDDC. (Please note this has subsequently been checked by the clerk and the response is now on the website for the public to view). The member of the public providing the W&HG update then went on to state that the mill application was a good example of, in his opinion, a lack of transparency by NDDC and that this was not the first time issues such a poor cataloguing of documents, documents not published and inaccuracies in dates and details on documents. PW stated that the district council takes every effort to ensure a transparent and fair process with good access to documents for the public. He pointed out that as well as the planning portal all documents considered by the NDDC Planning Committee are made available via the dorsetforyou website for the public to read. These agenda and minutes while on a separate section to the planning portal are easily accessible. PW stated that not only are all the documents considered by the committee available to the public the public can attend the committee meeting to make personal representations and at times have been allowed to provide last minute documents for the committee to consider. The member of the public raised further concerns about his view that the district council do not effectively enforce breaches of planning legislation and referred to issues with the build at 2 Mede Close. The clerk pointed out that the district council enforcement officers had responded to calls from the public and parish council and just because the action taken is not viewed as right by some does not mean the district council do not respond and or take action within the law. During this discussion a point was raised by closing dates for submitting comments to the district council. The clerk stated that the consultation date for the mill site was set as 13/6/16 and the parish council will follow that date to ensure they submit comments in time. The member of the public stated that he had spoken to the NDDC office and had been told the dates set are for guidance only. The clerk stated that his advice to the parish council and to anyone wishing to submit comments on planning is to adhere to the dates set. The member of the public stated that in his view nothing should proceed until the system for managing planning applications is improved, transparency is improved and issues highlighted to the district council resolved. No parish councillors present made comment in support of the observation made by the member of the public. PW confirmed that the Planning Committee will meet on the 19<sup>th</sup> July 2016 to consider the current application and reminded the meeting that the owner already has permission to build the 35 houses on the site.

A member of the public stated that there was an inaccuracy with a document on the mill site planning application available on the village website. The clerk pointed out that the village website provides a copy of the planning notification letter and a link to the planning portal. This is done as a way of further informing residents of new applications in the village. The parish council do not run the planning portal it is the responsibility of North Dorset. The village website is run by a volunteer and the placing of the planning documents is done voluntarily by the clerk and Mr N Hall who runs the website. If there is an issue with documents on the planning portal this should be taken up with North Dorset District Council using the consultation process or phone the NDDC planning office.

At this point the Chairman Mr Firbank made the following statement 'In recent months the parish council have been involved in or are involved with a number of issues ranging from the neighbourhood plan, a new village hall, planning applications and individual problems. The councillors are all volunteers and will sometimes get things wrong but a minority of residents seem to think that they can be rude, aggressive or abusive in their dealings with the parish council. This is unacceptable and while there may be occasions where the parish council do not agree with individuals or make a decision that some feel is wrong this type of poor behaviour is not acceptable. I have also instructed the parish clerk to only respond to parish council business within normal Monday to Friday working hours. He is salaried for seven hours work per week and is not a resource available 24 hours a day. Finally can I thank the current parish councillors for their voluntary work and efforts and thank the vast majority of residents who are, like the parish council only interested in improving the village for all residents, businesses and visitors. Thankyou'.

## **16.31 DECLARATIONS OF INTERESTS**

MW declared a non-pecuniary interest and personal interest within the New Village Hall agenda item as he is a next door neighbour to one of the potential sites for the new village hall.

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

GM declared a non-pecuniary interest in the Bourton and Silton Charity update.

### **16.32 MINUTES OF THE PREVIOUS MEETINGS**

The May Annual Parish Meeting, Annual General Meeting and May minutes were then agreed as an accurate record and were signed by the Chairman.

### **16.33 ACTIONS ARISING FROM THE MINUTES**

SF confirmed that the four actions from the last meeting were as follows:-

P.3 16.12. Clerk to write to DWP for additional waste bins for village. The clerk confirmed this action was completed and DWP have yet to reply back to the parish council. **Item ongoing.**

P.3 16.14.1 PSG to reply to NDDC re Mill Site planning application by 13/6/16. The clerk confirmed this had been done and agreed with all councillors by e mail. **Item discharged.**

P.5 16.17 Clerk to report on parish council status with village hall and trustees. The clerk confirmed all councillors had received his email update. Following a discussion it was agreed that the parish council have no legal obligations as to the management and running of this charity which has its own trustees and management structure. **Item discharged.**

P.6 16.21 Clerk to email DCC for an update on FP11. The clerk confirmed this had been completed and that DCC had replied to one the Rights of Way Officer for the parish council. Item referred to in the 'open forum' section. **Item discharged.**

P.7 16.27 Clerk to report back on parish council role with Bourton and Silton Charity. The clerk confirmed councillors received his and Mr Martin's (previous clerk) update. Following a discussion it was agreed to continue with a report to the Annual Parish Meeting and that the parish council have no legal obligations as to the management or running of this charity. **Item discharged.**

### **16.34 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 reminded everyone that the consultation by North Dorset District Council (NDDC) in relation to the future Community Infrastructure Levy (CIL) is open till 29<sup>th</sup> July 2016. The clerk confirmed the information had been circulated to all councillors and was on the village website for all residents to respond to if they wish. MW reminded the meeting that the parish council had raised a concern over the proposed split of any CIL which has been set at 75% to the district council and 25% to the parish or town council. Councillors confirmed there are no other representations to make.

### **16.35 PLANNING MATTERS**

#### **16.35.1 Applications received – Four**

610/16 Bourton Mill detailed plans of the 35 dwellings, roads and layout.

MW confirmed that as agreed the parish council had submitted its response to NDDC supporting

the application albeit with a number of observations for NDDC to consider prior to any decision.

754/16 Grove Cottage erect two storey and single storey extension.

MW confirmed that this application had been considered by the planning sub-group and that the

application had been supported and NDDC informed.

806/16 12 New Close erect rear two storey and single storey front extension

MW confirmed that this application had been considered by the planning sub-group and that the

application had not been supported and NDDC informed. There were no further observations made by any councillors present and the clerk confirmed that the district council had been informed of these decisions as per the parish council policy.

The clerk confirmed that a further application had been received in relation to Adcroft House, this

application is for a garage and studio in roughly the same position as a previous application for a bungalow which was later withdrawn. MW confirmed that the planning sub group had reviewed this application and were of the view that it could not be supported. Following a discussion the parish council agreed the following be sent to NDDC.' The parish council comments on the application are similar to before in that the location of the proposed building does adversely affect the setting of the Grade II Listed Adcroft House. The parish council would like to point out that the boundary of the proposed structure is beyond the existing boundary line of the building that is Adcroft House. The agent's comments regarding the boundary hedge effectively already blocking the view from

West Bourton Road are only valid for a part of the year. It also does not take into account that the current view of the property that one has when travelling down West Bourton Road from the North will be completely blocked by the new building. Whilst the softwood lapboard cladding and cedar shingle roof may assist in giving the building a rural feel, neither material is long-lasting and the cladding will not look good shortly after construction. I would have thought that natural stone and clay tiles were more appropriate given the 'Listed' main building.

Therefore the parish council object to this application in its present form and would ask that the NDDC Planning Committee refuse this application. Please note NDDC informed by email 28/6/16.

**Proposed by MM, Seconded by JM with six councillors agreeing and two abstaining.**

#### **16.35.2 Applications granted – None**

#### **16.35.3 Applications withdrawn - None**

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

#### **16.35.4 Bourton Mill**

PW informed the meeting that the NDDC Development Management Committee is now called the Planning Committee and the current planning application that is supported by the parish council will be heard before the full committee on 19/7/2016. PW stated that given the circumstances he was surprised this was not being dealt with under the delegated powers by the officers of NDDC. He further reminded everyone present that the agenda and full papers for this meeting can be viewed via the dorsetforyou website. SF stated that the update provided by PW further supported the view that NDDC are being as transparent as is humanly possible when managing planning applications and making decisions.

#### **16.35.5 Solar/Wind/Photovoltaic Sites**

PW confirmed there was no additional information and that there had been no further works completed on the Cucklington site. AM stated he was enquiring as to when the developer will commence work on his land and if he gets any information he will update the parish council.

### **16.36 FINANCE**

#### **16.36.1 Accounts to be paid – Five**

DAPTC	Annual subscription	£288.02
M. Withers	NPG Expenses	£ 43.20
S. Mann	2015/16 Audit	£ 96.00
P. Cowell	June verges and cemetery cuts	£388.80
P. Cowell	Additional works Inc. emergency fallen tree removals	£655.20

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

The clerk informed the meeting that the contractor for verges and cemetery had asked if the council would consider paying for the July cuts prior to work being completed to assist in their end of year accounts procedure. GM stated this would set a precedent and reminded the council of its standing orders for financial transactions. Following a discussion all councillors agreed this would not be possible. Please note clerk informed the contractor on 28/6/2016.

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

SF confirmed that the bench opposite the War Memorial would be returned after being repaired and repainted. Please note this was done on 30/6/2016.

#### **16.36.2 Accounts received – One.**

NDDC	First half of 2016/2017 precept payment.	£12026.50
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#### **16.36.3 Grants and Donations. One.**

Mere and District Link Scheme	£150.00
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SF confirmed councillors had received the information as per the council policy and following a discussion it was agreed to provide a £150 donation.

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

### **16.37 NEIGHBOURHOOD PLANNING GROUP**

MW stated that "All the relevant documents were sent out electronically to the Statutory Consultees and others on 30th May 2016. The documents comprised the Draft NP, SEA Report, Site Selection Report, Visual Impact Assessment, and Ecological Surveys for both potential new village hall sites and a consultation response form. To date, no responses have been received and an email was sent out last week reminding everyone that the formal consultation period ended on 11th July 2016. The PC were reminded that they also were consultees and could make comments on the documents which had been sent to all councillors at the May PC meeting. An application has been made by the NPG to Locality for further grant funding to complete the NP work. There is some allowance for further consultancy support and also for the bulk of the NP printing costs. A response is expected in the next week or so." SF thanked MW and the NPG team for their efforts

he asked all councillors if they had any further comments to make as part of the current consultation. All councillors confirmed they had nothing more to add and were happy with the document. Please note the clerk informed the NPG of this view by email on 2/7/2016.

### **16.38 NEW VILLAGE HALL**

Mike Chapman provided the following update to the parish council in the open forum.

'The Business Plan for the New Village Hall refers to the overall case to be made to providers of funds and other resources for or commitments to the construction of a new hall. The Business Plan has a number of component parts:

- a. The Need (in four parts):
  - i. The existing hall has a finite life both in terms of its lease and in terms of its fabric.
  - ii. The existing hall is inadequate in many ways (cost of heating/maintenance, lack of car parking, standard of toilets and kitchen).
  - iii. Activities and events involving the village and the wider locality continue to demonstrate the requirement for a hall as a hub for the community.
  - iv. The likely increases in village population from new housing and the opportunities that a purpose built hall can bring for improved social facilities for the elderly, for general community cohesion, for education and the arts also serve to shape the requirement for a new hall.

Overall, we need to be able to show that the benefits (in all forms) the community will get from a new hall merit the investment in building it.

- b. Site: we are fortunate that we have two potential sites for a new hall earmarked within the draft Neighbourhood Plan, both to be provided without cost but both also bringing their own particular site/access/engineering factors.
- c. Design: we already have one design that brings together many of the desired features of a new hall. We may need to have other options for more affordable solutions.
- d. Operation: the new hall will need to be managed and operate on a properly commercial basis whilst still serving the needs of the community. A plan is required to demonstrate how this will be done.
- e. Campaign: the Business Plan needs to identify the resources the community itself is putting in order to justify getting a new hall. These include local fund-raising, the time, effort and skills of individuals, local benefactors, local patrons (businesses, etc

### **Progress:**

We can report that in the last few months we have made the following progress:

1. The two potential sites have been included in the Neighbourhood Plan.
2. Nominees drawn from the Village Hall management committee have met and agreed the approach reflected in the general points above.
3. Two surveys have been commissioned to ensure that we have a clear baseline of what the existing hall will cost to be brought to a modern standard or would cost to redevelop on the existing site. These will be completed and assessed during the next few weeks.
4. An initial core Business Plan team has been established and will meet again in July to consider ideas and themes for the new hall and its use that we can use as the basis for attracting a range of possible funders.
5. The Village Hall Management Committee is now close to finalising the arrangements for running the hall as a Charitable Incorporated Organisation.

Anyone interested in joining the team, please contact Harriet Palmer or Mike Chapman'.

SF thanked MC for the work he and the VHMC were doing. MW asked how many people were currently on the working group. MC stated there were four people including himself. SF asked that the parish council be provided with the latest VHMC minutes. Please note the clerk has forwarded a copy of the March16 minutes and the 2015/16 village hall accounts on 2/7/16 to all councillors.

### **16.39 TRAINING**

SF confirmed that we are awaiting confirmation of whether the parish council has achieved a two star or three star maximum award for providing training to its councillors in 2016/17.

### **16.40 FOOTPATHS**

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

#### **16.40.1 Mile markers and posts.**

SF confirmed the two markers were being progressed and Mr Sullivan from the W&HG would keep the council updated as this progresses.

#### **16.40.2 Anti-social behaviour by dog walkers and litter**

SF confirmed the outstanding action with Dorset Waste Partnership will remain as stated earlier.

**The Bourton Parish Council would ask that the inconsiderate minority of dog walkers clean up their pet's mess and place the waste in suitable bins within the village. The parish council would also urge the vast majority of law abiding residents to report incidents of anti-social behaviour to the police and incidents of litter or fly-tipping to the Dorset Waste Partnership. The parish council will always support the prosecution of such offenders.**

### **16.41 HIGHWAYS**

JM stated that there were no further updates at this time.

PW reminded everyone that SSE would be working in the village laying improved cabling for the Brush Factory development in Mere. This will lead to a number of roadworks through the village and is anticipated to last until 19/7/2016. SF stated the parish council had been in liaison with SSE.

#### **16.41.1 Naming of roads and road name signs**

MM asked during the correspondence item whether there had been any further development as she had been approached by a resident who was unhappy with the decision made previously by the parish council. The clerk confirmed that only two residents had made any representations and that he had passed the follow up enquiry from the same resident who had spoken to MM to NDDC who have stated they would reply direct to him. All parish councillors agreed this was now for NDDC to provide an update to the individual resident.

### **16.42 TRANSPORT**

SF stated that the county council (DCC) had issued a booklet for local areas should they wish to set up a community transport scheme, such as the Mere Link Scheme. He confirmed a hard copy of this document is held by JM and a version can be accessed via the dorsetforyou website within the transport section. IM confirmed this had previously been a news item on the village website.

### **16.43 COMMUNITY SAFETY**

SF confirmed that each household had received the information from Dorset Police concerning individual 'home watch' or 'police alert'. He again urged all residents to sign up to this as it would improve how residents are made aware of incidents or police requests for information and would be a good way of directly reporting issues excluding those that require immediate police attendance which should be done using the 999 system. The email address for this is [alert@neighbourhoodalert.co.uk](mailto:alert@neighbourhoodalert.co.uk). The clerk provided the following update from PCSO Levy which was that there had been no reports of crime since the last meeting.

### **16.44 PARISH COUNCILLOR VACANCY**

SF confirmed that there had been no applicants and NDDC had confirmed that the parish council could appoint a co-opted member as soon as possible.

**ACTION:** All parish councillors to canvas likely individuals and inform SF who will update in July.

#### **16.45 TOM MITCHELL SALVER 2016**

SF confirmed that the parish council had unanimously agreed the 2016 winner would be the Bourton Wildlife and Habitat Group. He confirmed the engraved trophy would be given to Mr. Bernie Sullivan on behalf of the group. CONGRATULATIONS

#### **16.46 VILLAGE FETE 2016**

SF confirmed this will be held on **Saturday 16<sup>th</sup> July 2016 between 12 and 4pm**. He confirmed that the parish council would be running the barbeque and asked that the councillor volunteers confirm outside the meeting with him their agreed tours of duty running the barbeque.

#### **16.47 CORRESPONDENCE**

25/05/2016	Mr Jenkins	Enquiry re road calming and speeding - Reply email 26/5
25/05/2016	DCC	Waste and Mineral Consultation information – Noted, filed
30/05/2016	NDDC	Planning application Grove cottage - PSG and website
30/05/2016	NDDC	Posters for councillor vacancy - Website and noticeboards
30/05/2016	Speedwatch	Comments on cross hatchings - To R Bell DCC to deal
30/05/2016	DCC	Consultation proposed bus services - NBs, Cllrs, Website
30/05/2016	DAPTC	DAPTC Services information to clerks - noted and filed
06/06/2016	Nick Hall	Email from a Mr and Mrs Bird - Reply given no action
06/06/2016	Mr Watkins	Email re council decision on street naming - All councillors
12/06/2016	Mrs Watkins	Email re broken bench & war memorial wall - Reply e mail
17/06/2016	NDDC	Community Infrastructure Levy Consultation - Website
17/06/2016	DAPTC	Workshop for clerks - Noted and filed
17/06/2016	L Hillier	Video of flooding and blocked ditch- Reported to DCC
20/06/2016	DCC	Community Infrastructure Levy Consultation - All Cllrs
20/06/2016	Healthcare	Poster advertising future elderly care provision - Website
20/06/2016	DCC	DCC Transport Toolkit - Noted and filed
20/06/2016	Mr Chapman	SSE works Bourton - Noted and replied direct.
20/06/2016	DCC	Update request re SID locations - Replied by e mail
24/06/2016	NHS	Dorset Commissioning Group AGM 13/7/16 - All councillor
24/06/2016	AON	Updated 2016/17 Insurance policy - Filed
24/06/2016	Mr Chapman	Update re SSE works in village - All councillors & website
24/06/2016	DAPTC	Request to participate in BBC programme- All councillors
24/06/2016	DAPTC	Legal topics update for clerks - Noted and filed
24/06/2016	Mr Chapman	Update on new village hall progress - To all councillors
24/06/2016	Mr B Sullivan	Update from W&HG, request to cut trees – Cllrs, contractor
24/06/2016	Mr B Sullivan	and DCC - Update FP11 - To all councillors
24/06/2016	Clublight	Additional copy of up to date plans - To Cllr Morgan SPOC
24/06/2016	DCC	Community Transport Toolkit - To Cllr Morgan noted, filed
27/06/2016	DCC	County Council Survey for parish councils - All councillors

#### **16.45 ANY OTHER BUSINESS**

MM asked if the parish council should do a response to DCC concerning the consultation on the proposed closure of the Registry Office facilities at Gillingham. SF reminded everyone this

consultation had gone onto the website for all residents to reply direct and all parish councillors had been informed to also do a response should they wish. Following a discussion it was agreed that the parish council would respond asking that the proposal to close the Gillingham Registry Office facility should not be done given the future increase in population expected in and around the Gillingham area.

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

**ACTION:** IM to complete consultation on behalf of parish council. Note completed 28/6/16.

**16.46 DATE OF NEXT MEETING - MONDAY 25<sup>TH</sup> JULY 2016 AT 7PM.**

Chairman: S.Firbank

Date: 27<sup>th</sup> June 2016

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