

**MINUTES OF THE MONTHLY MEETING OF BOURTON PARISH COUNCIL**  
**HELD IN THE VILLAGE HALL AT 7.00 P.M. ON MONDAY, 28<sup>TH</sup> NOVEMBER 2016**

**PRESENT:** S Firbank (Chairman), A Cattaway (County & District Councillor), M Withers, G Miller, T Heaton, M Martin, A Miller, M Chapman, and H Bedford (Clerk).  
**APOLOGIES:** J Morgan, P Williams, PCSO Vicki Levy.  
**ATTENDING:** 10 members of the public.

**16.123 OPEN FORUM**

- SF welcomed the attendees and thanked Mr I McVie for his work as Clerk having now handed over to Mrs H Bedford.
- 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 share relevant updates / documentation pertaining to the issues / items being raised during said Open Forum with The Clerk and or Councillors to afford time for Due Diligence.
- SF explained that there may be occasion when a matter is raised during the Open Forum which will of course be noted and a reply will follow by email / letter or may be raised as an agenda item in the next meeting.
- SF reminded everyone to report faults or issues on highways, footpaths and litter directly via the [www.dorsetforyou.gov.uk/](http://www.dorsetforyou.gov.uk/) website. Residents can also keep up uptodate referring to the Village website: [www.bourtondorset.org/](http://www.bourtondorset.org/) for which there is a contact page: [www.bourtondorset.org/contact/](http://www.bourtondorset.org/contact/) which is administered by Nick Hall: 01747 841386
- SF explained that any Open Forum items relating to The Mill should be raised during that Agenda Item (7.2 Bourton Mill). This item would be an Open Forum item having had an update from Cllr TH and Cllr AC
- A member of the public said there was a fly tipping incident of a large mattress left in a layby to the Wincanton end of the village. The Clerk advised that this had been reported on the Dorsetforyou website and was work in progress. Cllr AC responded stating that DWP often affords swifter results.
- A member of the public commented that although The Agenda for this meeting was on both Parish notice boards, they had not seen it on the Village website. The Clerk owned to the fact that this error had occurred in the handover between the outgoing and incoming Clerk and apologised for her oversight.
- A member of the public reported that after a frustrating process, a council worker had attended a complaint relating to a P for parking sign being out of service with insufficient equipment to get the job done. The member of the public is following this up.
- A member of the public reported that there is a tree planting project with other local bodies in the Stour catchment as a flood mitigation initiative. The member of the public cited Gillingham growth Study which refers to potential population growth of between 11,000 and 30,000 in population over the next 40yrs. Cllr AC responded explaining that caution should be exercised with these "potential" figures as the official numbers reflect a 25%-30% increase in housing in Gillingham which would be far less than the cited potential headcount.
- A member of the public had submitted a FOI request with DCC specifically requesting clarification of what amount of the countryside budget is spent by councils for matters which should be the responsibility of individual landowners. Cllr AC responded explaining that this information is not included in DCC's accounting. The member of the public expressed concern that this implies the taxpayers funds are not being distributed in a wholly transparent manner. Cllr AC responded to reassure the member of the public that he had followed this matter up informally with the Director of Environment and Countryside and that the Countryside Rangers do the best they can to encourage landowners to take on their own responsibilities.

**PLEASE NOTE Any member of the public can contact DCC on the dorsetforyou website, highways section and report a problem on line, including overgrown vegetation on roads or paths, defective or obscured road signs, potholes and blocked road drains.**

#### **16.124 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.
- MC declared a non-pecuniary interest and personal interest within the Kiama development agenda item as his property is overlooked by the site.

#### **16.125 MINUTES OF THE PREVIOUS MEETINGS**

- The Clerk read a correspondence from a member of the public which had been received on the day of the meeting:  
*I would appreciate the following letter being read out at the beginning of the November 2016 BPC meeting as it is for the public to hear as well as councillors.  
Having read the draft minutes for the Bourton Parish Council meeting held on the 31 October 2016, my wife and I do not consider they are a true account of the dialogue which lead to us leaving the meeting. I have spoken to members of the public who remained and they tell me other things were said about us by one or two councillors and members of the public. These comments do not appear in the minutes either.  
It is important that minutes offer a true reflection of the public meeting. The electorate needs to know how their councillors are managing village affairs and how they handle issues of great concern to parishioners, and this can only be done through accuracy, thus providing a true record for the future. For example, if someone says 'stop harping on about the 1917 flood' please write it into the minutes. If another says 'he must have an ulterior motive', then write that down too. If a member of the public feels he is struggling to make a point, even though he has said it many times over many years, then let him say his piece without constant interruption. It may just turn out that he has been right all along.*
- SF noted the comments by the member of the public.
- SF explained that the Minutes are not a verbatim record and will not be.
- MM agreed that minutes are not a verbatim record and could be less detailed. It was not appropriate to record `asides' by members of the public. GM agreed. The Clerk reiterated that in some Parish Councils, "A discussion took place" suffices in the Minutes which is a method BPC does not presently adopt.
- The October minutes were agreed as an accurate record and were signed by the Chairman.

#### **16.126 ACTIONS ARISING FROM THE MINUTES**

- P.35 16.119. Clerk to update on Volunteer First Aid Responders for Bourton and Zeals – See Minute under Health and Wellbeing
- P.35 16.119. SF to update on Defibrillator in village – See Minute under Health and Wellbeing

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

- Cllr AC updated on behalf of County Council that the final consultation period for the move from nine local authorities to two unitary authorities for Dorset had ended. The very positive news is that the numbers of responses makes the result statistically viable (Hants which is 3x the size of Dorset had only 25% of the responses of their consultation). The outcome will be announced in a week's time. The 9 leaders of the Dorset councils will meet around Dec 5<sup>th</sup> to try to find a consensus for the onward debate, thereafter decision making, thereafter draft versions before Christmas will be published with a view for the proposal being conveyed to Central Gov't in early / mid-January for a view and ideally in short order, a decision.
- GM asked AC how much Dorset is likely to save globally and does Brexit have an impact. AC responded stating that no one knows how Brexit may impact this and that the equalisation will take up to 20yrs to achieve. However it will save the taxpayers of Dorset GBP Millions and is of course a cost saving exercise.

#### **16.128 PLANNING MATTERS**

##### **16.128.1 Applications received – None.**

- ACTION: The Clerk will follow-up with Hannah Smith (NDDC) ref Rugby Cottage.
- The Clerk confirmed the relevant information has been loaded to the Planning Portal with no objections within the deadline for the recent the 3 applications (Kiama and 2 Lilac Cottages)

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

#### **16.128.2 Bourton Mill**

- AC is in touch with the bridges team liaison reference the Department of Environment with regards to the safety of the highway. AC was advised that The Department is in the process of drafting a response to the correspondence sent by the BPC Councillors.
- TH said that the parish council is pleased to see that work continues at the mill site, and that the single-point-of-contact system between residents and the council – namely Cllr Jenny Morgan – is working well. Examples of this have been the adjustment of the entrance to the site for machinery and vehicles, and the resolution of concerns raised by a resident concerning drainage and a further site entrance. There is, however, an ongoing concern that relates to the wider issue of flood risk and prevention. The parish council would like to thank Adrian Cox for bringing to the attention of the parish council, district council, county council and environment agency an error in the flood risk assessment that was completed by Fairhurst as part of the planning process – namely the incorrect measurement of the aperture of the bridge beneath the main road. The parish council is extremely disappointed by the quality of work done by Fairhurst, and has written to the district and county councils and the environment agency to express its dissatisfaction, to demand that a new flood risk assessment be carried out, and that any action needed to mitigate the flood risk to residents is taken. We await their reply. In the meantime, our district and county councillors are pursuing their respective officers to resolve this issue and keep residents safe. The parish council has also informed the developer of the contents of its letter as a matter of courtesy, and to make it clear that the parish council's support for the development remains as it is an opportunity to reduce the current risk of flooding in the village.
- AC read an update on behalf of PW (in PW's role as Cllr to NDDC Planning Committee) following an update from Hannah Smith on Nov 24<sup>th</sup>: *NDDC are awaiting a revised report from Fairhurst, containing fresh calculations which reflect the River Stour's reduced aperture as it passes beneath Main Road. Once the revised Fairhurst report has been submitted to NDDC, probably in early-December, it will be reviewed by Technical Services personnel. It remains to be seen what recommendations will arise from this amended report. It is possible that, in spite of the constraints to the flow of water under the road bridge, no further action needs to be taken; or else, at the other end of the spectrum, additional flood compensation measures will need to be taken, such as regrading the Mill site's public space to mitigate flood risk to the new dwellings. Development at the site will not proceed beyond demolition and removal of existing structures until the revised report has been accepted by NDDC, full implications considered and fresh conditions (if any) imposed on the developer. Should the revised report recommend alterations to the projected Mill development, eg. raising the ground floor levels of some properties, this is likely to require submission of a fresh planning application.*  
*I (PW) shall be visiting Norden on 6<sup>th</sup> December for a Planning Committee meeting and, in the margins of this, will receive an update on the latest developments on this matter from Hannah Smith.*
- A member of the public asked who would be liable to cover any additional costs to which MW responded saying that would be a matter between the developer and Fairhurst's insurers.
- A member of the public asked if there may be scope for BPC to pursue supporting residents of Bridge Street to alleviate their flood risk.

#### **16.128.3 Solar/Wind/Photovoltaic Sites**

- SF confirmed there were no new updates.

#### **16.129 FINANCE**

##### **16.129.1 Accounts to be paid – Fourteen (Seven at time of agenda being circulated)**

•	P Cowell	October cemetery and verge cuts	£388.80
•	IJ McVie	Additional wages – Expenses	£147.40
•	H. Bedford	November Wages	£437.76
•	M Withers	Expenses – NPG	£37.99
•	Glasdon	5 waste bins	£855.42
•	M. Chapman	Expenses - Cllr Training & NVH	£91.65
•	Graham Dukes	Repairs on main noticeboard & varnish	£238.85
•	IJ McVie	Additional wages – Expenses	£9.99
•	SW Ambo	Defib Support Package	£2,160.00
•	British Legion	Donation	£30.00
•	HMRC	PAYE contribution to end Sept	
	£161.58		
•	St George's School	Grass maintenance on BPC land	£373.50
•	P Cowell	Nov cemetery and verge cuts	£102.00
•	P Cowell	Extras:	£1,380.00
		Vegetation/branches around signage.	
		Cleaning signs.	
		New Road verge pavement redefining Chaffeymoor to just past cemetery	

**Proposed by MM, seconded by AM and agreed by all councillors present.**

**16.129.2 Accounts received – None.**

**16.129.3 Grants and Donations. None.**

#### **16.130 NEIGHBOURHOOD PLANNING GROUP**

- MW confirmed that the NPG had finalised the suite of documents (x4) to be sent to North Dorset District Council. The final documents had been sent to all parish councillors for approval prior to onward transmission to NDDC. MW confirmed that hereafter the necessary public consultation and referral onto an Examiner process will be totally in the hands of NDDC, as will the timetable for this part of the process. With the exception of possible minor amendments following the public consultation process, advertising the Referendum and arranging printing, this will effectively conclude the work of the NPG. MW requested that these documents are approved by the PC and should be sent on to NDDC.

**Proposed by MW, seconded by AM and agreed by all councillors present**

- MM requested this valuable information is archived within the parish for future reference and posterity for the community. MW responded confirming that a handful hard copies of the work will be created and that digital copies will be logged with North Dorset as well as with The Clerk.
- MC said that the Village Hall team would also need to have access to this valuable and detailed information in their ongoing work for the New Village Hall. MW responded that much of the documentation is already on the Parish Website.

#### **16.131 NEW VILLAGE HALL**

- MC confirmed that during November, the Village Hall Management Committee agreed the terms of reference for a project team to lead the next activities on the New Village Hall. The terms of reference for the project team will be posted on the Website. The next activities are expected to be the completion of a draft business plan as the basis for a feasibility study to be conducted by Dorset Community Action in the New Year. The feasibility study will be the cornerstone of the campaign to raise the funding for the hall as it will properly assess the needs of the community through evidence-based research against the principal criteria for lending of the major funders. The cost of the study is expected to fall within the budget for fees established by the Parish Council for 2016/17 and it should draw on the work already done by the Village Hall and the Neighbourhood Plan team.
- MC confirmed that he has been asked by the village hall management committee to lead the project for the next six months. As a first step, a draft of a Business Plan has been

circulated to Village Hall Management Committee members and will be made available to Parish Councillors for comment during the next two weeks.

- MC confirmed he would present to the meeting in greater detail on receipt of feedback from all Cllr's following their comments regarding the Draft Business plan and ideally seek to secure not more than £4,000.00 commitment for the onward planning at the same meeting.
- MC has a meeting with DCA on Dec 14<sup>th</sup> regarding the next step.
- MW requested that the Terms of Ref of the Project team be shared with BPC. MC confirmed that this information had been previously shared with The Clerk and Chairman and that he would send this information to all Cllrs.
- MM asked how the evidence based research differs from what has been previously done. MC confirmed that the next level addresses key themes of Rurality, namely: isolation and lack of services, which a hall goes a long way to resolve. MC confirmed that the current hall turns over more than average of most village halls and that this evidence further exemplifies the community's need and desire for greater usage of a new hall.
- MC stressed that the comments of BPC would be greatly welcomed, but that the overriding decision making must fall within the remit of the NVH project team lead by MC.
- TH was assured by MC that by confirming agreement for the NP, that all Cllrs had confirmed a need for a NVH
- AC asked for clarification as to whether the outcome of the referendum on the NP could have an impact on the NVH and was advised by MC that the two are not mutually exclusive.
- AC volunteered a useful contact for MC would be Simon Thompson (sp)

#### **16.132 TRAINING**

- SF and The Clerk to visit to DAPTC in December for introductions and to confirming possible training ahead.

#### **16.133 HIGHWAYS**

- TH requested leaf clearing throughout the village. The Clerk responded stating that this has been logged with dorsetforyou

**PLEASE NOTE Any member of the public can contact DCC on the dorsetforyou website, highways section and report a problem on line, including defective, obscured road signs, potholes, blocked road drains and issues with manhole covers.**

#### **16.134 TRANSPORT**

- SF stated that there were no new updates.

#### **16.135 FOOTPATHS**

- The clerk confirmed the five new combined dog/litter bins are due to be fitted prior to Christmas with thanks to TH and P Cowell. Monthly emptying of the bins will take place from January 2017 through DWP.

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

#### **16.136 COMMUNITY SAFETY**

- The Clerk read out a report from Mrs Sheila Williams: *The Speed Watch Group undertake three, sometimes four, watches each month. Recently, two watches had to be cancelled due to poor weather conditions when it was considered inadvisable to proceed. Our timings have been linked to the beginning and end of the school day to help reduce speed when there is extra traffic in the village. Frequently, there are over 200 vehicles passing by in a half hour watch. We have all noticed that the SIDs presence improves motorists' behaviour, up to a point, but there are still some drivers who take delight in making obscene gestures and using foul language. Some even speed up defiantly as they pass*

*the Speedwatch team. Because we have encountered needless aggression on occasion, the rota system is designed to have at least one male member in the team of three or four, whenever possible.*

*Earlier this month, the SID was moved from Chaffey Moor. Some of the residents had remarked on what a difference it had made. They enquired whether it could remain but, sadly, as we have just the one SID, it is only fair that it is rotated between the three sites.*

*The SID is now deployed near Bourton Bridge and has already had a significant effect on the speed of vehicles approaching from Zeals. A SID at each end of the village would be the ideal solution, particularly as it is possible that the speed limit in Zeals may be reduced to 30mph.*

*I (SW) am in contact with OST Technology Ltd, the company which supplied the SID. I (SW) have asked them if there might be a more affordable solution – perhaps a smaller, cheaper device which would be just as effective as the SID in current use, in the hope that the Parish Council will consider investing in another safety device for the village.*

### **16.137 HEALTH and WELLBEING**

- The Clerk confirmed there had been 4 volunteers between the villages are individually applying to the ambulance service as first responders in our area.
- SF updated regarding the defibrillator that the NHS confirmed the best site for an initial defibrillator is at The Garage who have agreed in principle to the site being between the notice boards
- AC asked if the defibrillator needed to be under cover and was advised by SF that it did not.
- MW updated the meeting referring to Zeals News regarding the funding they are due to receive in grants for the estimated overall cost of £55,000.00 for the 30MPH reduced speed limit. (£5,000 from the parish of Zeals, £10,000 from The Community Transport Group – Wilts, £40,000 from The Substantive Highways Team Fund – Wilts)

### **16.138 FLOOD WARDEN**

- SF thanked James Mann for his volunteer work as the Flood Warden over recent years as Mr Mann has stepped down from this role. SF offered to contact potential suitable candidates for this voluntary role.

**ACTION:** Clerk to setup an advert on the Parish Website in addition to this.

### **16.139 CORRESPONDENCE**

31/10/2016	DAPTC	Reminder of DAPTC AGM - To all councillors
31/10/2016	Mr B Sullivan	E mail re consultation by DWP - Advice given as a DCC matter not BPC
04/11/2016	NDDC	Confirmed TPO Sandways Farm granted - Filed NFA
04/11/2016	DAPTC	Circular - To all Councillors for information and filed
04/11/2016	DWP	Confirmation of six new collections for public bins - Noted
04/11/2016	Mr Watkins	E mail x2 concerning waste and signage in laybys - Reported to DWP
04/11/2016	Mr A Cox	E mail and copy EA letter - Reply by email copy to all councillors
04/11/2016	DAPTC	Dorset Flood Warden Seminar 30/11/16 - To Flood Warden
04/11/2016	Numerous	Complaint re skip on verge, 2 Mede Close - To DCC to deal
11/11/2016	Hannam Trust	Letter re position on Jubilee Field - Reply letter sent 11/11/16
11/11/2016	NHS	Clinical Commissioning Group Consultation shows - Website
15/11/2016	Mr Sullivan	E mail x 2 re flood risk mill site - Reply by email copy all councillors
15/11/2016	Dr Clark	E mail re flood risk mill site - Reply by email copy all councillors
15/11/2016	NDDC	E mail re contact details - Reply by email with new clerk info.
17/11/2016	Mr Sullivan	E mail re clerk response - Reply done by e mail copy all councillors.
17/11/2016	Mr A Cox	Request for copy of council complaints procedure- Reply email 17/11/16
17/11/2016	Mr A Cox	E mail re potential issues on mill site - Reply email, copy Cllr Morgan NDDC & DCC
17/11/2016	DAPTC	Annual report and CEO circular - To all councillors
17/11/2016	Citizens Advice	Annual report - All councillors informed, available Nov Mtg.
17/11/2016	DAPTC	Hard copy annual report - Available November Meeting.
20/11/2016	Mr Benge	Proposals on open forum – Replied copy to Chairman & new clerk.
20/11/2016	Mr Sullivan	Proposals on open forum – Replied copy to Chairman & new clerk.
20/11/2016	AON	Information re Insurance Act 2016 – Noted placed with policy.

#### **16.140 ANY OTHER BUSINESS**

- The Clerk raise the matter of emergency repairs needed to The War Memorial as it presently present a health and safety hazard. Although a quote has been received from TA Green of £1,300.00 to sort the trip hazard and fix the wall of it concurrently, the Councillors wish to see more quotes for this work prior to making a decision.

**ACTION:** Clerk to source quotes and circulate amongst BPC

- SF thanked AM for his impending work installing the Parish Christmas Tree with his team of volunteers and suggested there may be a shortfall in funds to cover the cost for the tree this year. TH responded asking where the donations from the carols singing at last years Village Carols event around The tree were distributed as he felt this would be a suitable source to cover the shortfall. Likewise, the Councillors all felt it important to know where these funds are allocated having been collected during this well-supported community event.
- TH requested the Clerk report the long standing pile of bricks be removed from Council land using the services of DWP

**ACTION:** Clerk to log this on dorsetforyou and with DWP

- AM will liaise with P Cowell to install the Stone

Meeting concluded at 8.43 pm.

**16.141 DATE OF NEXT MEETING - MONDAY 19<sup>TH</sup> DECEMBER 2016 AT 7PM.**

Chairman: S.Firbank

Date: 30<sup>th</sup> November 2016

**Note: The minutes will be reviewed and formally ratified by the BPC on 19<sup>th</sup> December 2016**

**Visit the website at <http://www.bourtondorset.org>**