

MINUTES OF THE MONTHLY MEETING OF BOURTON PARISH COUNCIL

HELD IN THE VILLAGE HALL AT 7.00 P.M. ON MONDAY, 31ST OCTOBER 2016

PRESENT: S Firbank (Chairman), M Withers, G Miller, J Morgan, T Heaton, M Martin, A Miller, Mike Chapman, P Williams and I McVie (Clerk).
APOLOGIES: Andrew Cattaway (County & District Councillor), PCSO Vicki Levy.
ATTENDING: 13 members of the public.

16.105 OPEN FORUM

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

A member of the public distributed leaflets and explained that a humanitarian aid convoy is being organised locally to provide support to the Greek refugee camps. He confirmed that leaflets were being distributed in the parish and advertised on the website asking for clothing donations and in particular a spare storage facility for a 7.5 ton truck. If anyone wishes to donate clothing or provide the storage area could they ring 01747841307 or 07884263132?

A member of the public reminded the meeting about the points he had made at the previous parish council meeting of his concerns he had raised in relation to the flood risk under the bridge and that the flood risk assessment completed by Fairhurst was flawed. He also pointed out that to date he still had not had a satisfactory response from the county council. He informed the meeting that the Environment Agency (EA) had followed up their original response and he stated that they (EA) 'now agree their assessment was incorrect' and that the EA 'had written to Fairhurst asking them to review their original assessment. He also pointed out that the original Fairhurst flood risk assessment only had the mathematics and methodology reviewed by JBA, therefore the review was insufficient. The member of the public asked that the parish council now support his suggestion that the flood risk assessment be revisited by NDDC. PW thanked him for this update and stated that the parish council would want to see the correspondence from EA. He stated that this information would not alter the decision made by the district council to grant the planning application at the mill site or that the development should proceed. The member of the public disagreed with this view and at this point stood up and with a second member of the public went to leave the room. The clerk asked him if he would send to the parish council the letter(s) from the EA so that the parish council could take a view on the information. He agreed he would and both left.

The parish council reminds all members of the public that as with the councillors there is a standard of behaviour that must be observed by all who attend council meetings. Regardless of if individuals agree or not with views given by councillors, behaviour such as raised voices, over talking or storming out of meetings are unacceptable, will not be tolerated and the council will instruct individuals to leave if poor behaviour is exhibited.

A member of the public said that he had recently seen what looked like a council employee surveying in the area of the bridge. JM said she had been made aware of this and was following it up as the agreed point of contact for the council. A further member of the public stated she had some sympathy for the person who had now left the meeting as the issue of the flood risk assessment has been raised with the county council, environment agency and district council. SF pointed out that the parish council whilst supporting the planning application had in its representations asked that the district council satisfy themselves that a number of tests and examinations were correct. Another member of the public reminded the meeting that while the flood of 1917 was catastrophic the reasons for it were poor management of the then dam by its owner. This was now not the case and management of the current dam in Gasper is monitored by the appropriate agencies to ensure the 1917 incident never occurs again. SF concluded this item by confirming that once the clerk has seen the full letter and councillors are consulted the parish council will consider what if any response it will make, but he reminded the meeting that the planning application has been granted and the building works have commenced.

A member of the public raised a query about overgrown hedges in the area of Breach close and Badgers Close. SF asked that he report this via the dorsetforyou site.

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.

16.106 DECLARATIONS OF INTERESTS

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

16.107 MINUTES OF THE PREVIOUS MEETINGS

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

16.108 ACTIONS ARISING FROM THE MINUTES

P.17 16.69. SF to update on telephone kiosk and defibrillator. SF confirmed that he had received a report in relation to this item and would circulate it to all. Action rolled over to the following meeting. SF introduced this item and confirmed all councillors had received a copy of the information kindly provided by Mr Stocker. Following a discussion it was agreed that the parish council should provide a defibrillator in the village and that the parish council go with the NHS option of £1800 for a four year contract that includes providing the equipment, selection of the most suitable location, any repairs or replacement and provision of awareness training. Note: The clerk has ordered the equipment from NHS by email on 4/11/16 and the ongoing action is reflected under the health and wellbeing section of the minutes. SF thanked Mr Stocker for the information provided.

Proposed PW, Seconded by MW and agreed by all present.

16.109 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 on behalf of the district council confirmed that the consultation period for the move from nine local authorities to two unitary authorities for Dorset had ended. PW informed the meeting that the next stage is a meeting for all council members on 8/12/16 where there will be a briefing on the results from the consultation and an update on how the next stage(s) will be managed. GM stated that this is a further step from local councils being even further removed from the local areas they serve and is purely financially driven. PW pointed out that whatever option is taken there will still be both formal and informal arrangements for local communities to influence and access services. SF pointed out that the likelihood is that parish and town councils will take on more tasks and reminded everyone of the work the parish council are now doing to establish what 'non-essential' Dorset County Council tasks can be done by the parish.

16.110 PLANNING MATTERS

16.110.1 Applications received – None.

MW confirmed that at the publication of the agenda there had been no new applications, but since then three new applications had just been received by the parish council for consultation. These are an application to build an additional dwelling in the land occupied at Kiama, New Road and two applications relating to 2, Lilac Cottage, Silton Road. MW confirmed that the Planning Sub Group (PSG) have got copies of the applications and are currently considering them, but because the deadline for return of comments falls before the next council meeting the PSG will consider them as per the parish council policy and copy all councillors in to their view and if there are any additional comments these will be added and the district council informed within the deadline.

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

16.110.2 Bourton Mill

JM confirmed that the compound for the workers and equipment had nearly been completed with some electrical and water pipe works to be finished for the office and selling agents facilities. JM confirmed that the developer is in talks with the planning authority and the environmental health agency to finalise the method(s) to safely remove toxic waste and it is hoped to commence this removal from 14/12/16. JM also confirmed that the knotweed had been correctly collected and removed from the site. JM said there had been some issues with the initial entrance to the site and the route and timing of lorries onto the site. These have been initially dealt with but the parish council would continue monitoring and working with the builders. It was noted that the operating times for the site are 8am to 5pm weekdays and 8am to 1pm on Saturdays.

16.110.3 Solar/Wind/Photovoltaic Sites

PW confirmed there were no new updates.

16.111 FINANCE

16.111.1 Accounts to be paid – Seven

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| P Cowell | October cemetery and verge cuts | £ 388.80 |
| IJ McVie | Reimburse for expenses | £9.50 |
| P Cowell | Additional works cemetery | £120.00 |
| P Cowell | Additional works tree cutting W&HG verge | £252.00 |
| LB Planning. | NPG consultancy work | £300.00 |
| HMRC. | Q2 PAYE | £379.92 |
| DAPTC. | Councillor Training, M Chapman | £65.00 |

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

16.111.2 Accounts received – Two.

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| Spire Memorial. Ashes interment and memorial | £171.10 |
| NDDC. Second Half Precept payment. | £12,026.50 |
| All councillors noted the payments received. | |

16.111.3 Grants and Donations. Nil.

16.111.4 Half Yearly Accounts 2016/2017.

The clerk confirmed that the accounts up to the 30th September 2016 (half yearly) had been audited as per the council policy and were accepted as correct. The clerk confirmed that copies had been previously circulated to all councillors and had been placed on the website. SF signed the original version as a true and accurate record of the accounts to date.

16.112 NEIGHBOURHOOD PLANNING GROUP

MW confirmed that the NPG had held a further meeting to finalise the suite of documents to be sent to North Dorset District Council, before being passed to Liz Beth for a final review. The final documents will be sent to all parish councillors for approval prior to onward transmission to NDDC. MW confirmed that thereafter 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. SF thanked MW and all members of the NPG for their time, efforts and patience.

16.113 NEW VILLAGE HALL

MC confirmed that the project team were finalising their constitution and would have this published on the website for everyone's information. MC confirmed that the project team were now working with Dorset Community Action (DCA) who will be able to provide invaluable advice, support and action from January 2017 onwards. This will ensure the village hall management committee will be able to access and make the best possible request for future funding of a new village hall. MC reminded the meeting of the types of funds that are available to the public such as Lottery Funding. He pointed out that there is likely to be in the next financial year a need for funding of professional fees which will range from £3500 to £5000. The clerk reminded the meeting that the parish council have for the last three years made provision of £3500 per year for such fees. SF asked that MC provide details of the funds required in November for inclusion in any precept setting work for the 2017/18 year. MC confirmed this would be done. MC also stated that the project team were going to visit the Charlton Marshall Village Hall to see how they successfully obtained funding and progressed the rebuild of their current hall. MC confirmed he would remain as the project lead and be the councillor representative who would ensure the parish council is kept up to date, including a monthly update at the parish council meetings. MW stated that he understood the Hannam Trust were discussing with the trustees about raising funds to submit an outline planning application in relation to the Jubilee Fields site, which had already been done by the landowner for the site adjacent to Sandways Farm. The clerk confirmed that he had chased NDDC up to ascertain the progress of the Sandways application as objections had been raised and the parish council requested that any consideration by NDDC should be done at a full planning meeting and that the parish council would also attend in person to outline the objections. The clerk took the opportunity to confirm a similar chase up had been done for the unrelated 10 dwelling development on land adjacent to Rugby Cottage. SF asked that the parish council be kept updated on all these matters.

16.114 TRAINING

SF confirmed as MC had received his training the parish council had achieved the 'silver' status if not the 'gold' status for training of councillors, which is an excellent achievement.

16.115 FOOTPATHS

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

TH confirmed that all councillors had received the update from DCC concerning footpath 11. TH informed the meeting that DCC had submitted a funding bid for the 2017/18 budget to put in boarding/walkways and would be doing some clearing and improvement works in the near future to try and get the footpath usable in the short term. TH asked what progress had been made with the additional waste bins. The clerk confirmed the five new combined dog/litter bins had been ordered with delivery in next two weeks, the contractor arranged to fit them and Dorset Waste Partnership requested to arrange the additional regular bin collections.

16.116 HIGHWAYS

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.

JM confirmed that she will be chasing Highways England up in January to commence the promised noise reduction resurfacing on the Dorset section of the A303.

PW informed the meeting that the 30mph project in Zeals is progressing and that there will be a public meeting on Monday 7/11/16 in the Whitesheet Academy (school) hall commencing at 7.30pm. The clerk confirmed this would be the case and that it was to seek further feedback on the proposals as there is a substantial amount of works that will be needed to make a safe 30mph limit which would involve additional street signs and furniture. PW pointed out that if the Zeals residents support this speed reduction and the works are completed there is likely to be a clamour from many residents in Bourton for Dorset County Council to do the same. MM said she was not sure this would necessarily be the case, but it is something that both the parish council and county council should monitor. SF confirmed he was attending the public meeting and would keep councillors and residents updated.

The clerk confirmed that the ongoing works with the current contractor to establish likely costs of non-essential highways tasks was going well. The clerk had agreed road sign vegetation and sign cleaning to be completed in November, with it likely that this task would be needed once a year from 2017 onwards. The clerk confirmed that he had agreed for the contractor, between November and February, to complete three path and kerb edge cleans of vegetation, along the whole of the main road, the kerbs on the bridge area in West Bourton Road and the section of kerb on the road from Crossways to the village signs. Based on the cost of the first section completed in September there will be a total cost of £2500. This is budgeted for in the current budget and once done should not need doing again for between 3 and 5 years. The clerk confirmed that any financial implications for the 2017/2018 year would be included in the draft precept when brought to the parish council.

16.117 TRANSPORT

SF stated that were no new updates.

16.118 COMMUNITY SAFETY

PW confirmed that the speed indicator device (SID) was back in operation and being rotated at the three sites, with the Speedwatch Group continuing their regular speed checks.

16.119 HEALTH and WELLBEING

SF confirmed that the advert for the volunteer first aid responders had gone out and that an update would be provided at the next meeting.

ACTION: Clerk to update on volunteer first aid responders for Bourton and Zeals.

ACTION: Clerk to update on defibrillator in village.

16.120 APPOINTMENT of NEW CLERK

SF confirmed that following an interview a new clerk had been and introduced Helen Bedford to the meeting. SF confirmed that Helen lived in the village and had successfully passed an interview chaired by himself with MW and the clerk. SF confirmed there had originally been six expressions of interest with four candidates providing a curriculum vitae and being invited for interview. SF confirmed that all applicants were asked the same questions and a pre agreed scoring matrix had been used with Helen being the clear successful candidate. TH asked for confirmation of the process and this was provided by the clerk. MM pointed out that she would have liked to have seen

one of the female councillors as part of the process and interview panel so as to be more representative. SF acknowledged this and said this is noted as a lesson to learn for any future vacancies. SF invited the councillors to ask any questions of the new clerk or the panel. There were none and SF asked for confirmation from the full council for the appointment.

Proposed by JM, Seconded by TH and agreed by all councillors present

The clerk confirmed that the new clerk would commence a month of handover from 1/11/16 and would be self-employed with a suitable contract in place for the November meeting. The current clerk would then stand down on 30/11/16. SF thanked all candidates for their interest in the role.

16.121 CORRESPONDENCE

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| Mr A Cox | E Mail re culvert Bridge St. Replied copy to all councillors. Filed |
| NDDC | Future Dorset Council Authorities consultation - Website for all village |
| DCC | Winter refilling of grit bins by DCC - Noted copy to Cllrs A Miller & S Firbank |
| Mr J Mann | Copy of email to EA re culvert Bridge St. Replied, filed, copy all Cllrs. Filed |
| NDDC | North Dorset Family Partnership Zone Event - Nov 16 Filed |
| DAPTC | DAPTC AGM 5/11/16 - To Councillors Firbank and Morgan |
| NDDC | Free tree saplings offer - To Wildlife and Habitat Group |
| DAPTC | AGM motions - To all Councillors for information |
| NDDC | Advert for events Family Partnerships - Noticeboards and website |
| NDDC | Planning application Kiama, New Rd -Erect new dwelling1550/16- PSG & web |
| NDDC | Planning application 2 Lilac Cottages, Silton Rd - erect porch, double garage & rebuild chimney, 1322/16- PSG & web |
| DAPTC | Reminder of DAPTC AGM - To all councillors |
| Mr B Sullivan | E mail re consultation by DWP - Advice given as a DCC matter not BPC |
| DCC | Update footpath 11 - All councillors and for BPC Meeting 31/10/16 |
| NDDC | Planning application 2 Lilac Cottages, Silton Rd - demolish porch, double garage insert roof lights remove and replace windows,1223/16LBC- PSG & web |

16.122 ANY OTHER BUSINESS

MM raised concerns that had been brought to her attention and that she had seen for herself in relation to the traffic issues at St Georges School when children are dropped off between 8.40 and 8.55. MM said the school are working with parents to get them to ensure they safely drop off their children, but some individuals continue double parking and causing a risk to others which is particularly the case along Church Track. MM stated she is concerned this will be exacerbated if there are vehicles leaving or entering the Rugby Cottage development at the same time therefore she as the council point of contact will visit the builder to ensure this is minimised. As previously stated SF confirmed the parish council had e mailed NDDC concerning the status of the amended planning application and to remind NDDC that the parish council would wish to send a representative to any planning committee meeting held to decide the amended application? MW said it was disappointing that NDDC could not deal with movement of construction traffic when agreeing the current planning application that is in place.

Meeting concluded at 8.30 pm.

16.123 DATE OF NEXT MEETING - MONDAY 28TH NOVEMBER 2016 AT 7PM.

Chairman: S.Firbank

Date: 31st October 2016

Note: The minutes will be reviewed and formally ratified by the BPC on 28th November 2016

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