

**MINUTES OF THE ANNUAL MEETING OF BOURTON PARISH COUNCIL
HELD IN THE VILLAGE HALL AT 7.00 P.M. ON MONDAY, 18TH MAY 2015**

PRESENT: M Withers, L Jones, G Miller, P Williams, M Martin, A Miller, T Heaton, J Morgan.
APOLOGIES: S.Firbank (Chairman), A.Cattaway (County and District Councillor).
ATTENDING: I McVie (Clerk), PCSO Vicky Levy (Dorset Police) and 12 members of the public.

15.1 APOLOGIES – AS ABOVE

15.2 INTRODUCTION

MW welcomed everyone to the meeting and he welcomed new Councillors Margaret Martin and Tim Heaton. MW congratulated PW and AC on their successful election as the Motcombe and Bourton District Councillors and congratulated all Parish Councillors on their success in the 2015 election. MW confirmed that as SF was currently recovering from an operation, all present wished SF a speedy recovery and MW confirmed he would arrange a visit to see SF and pass on everyone's best wishes.

15.3 ELECTION OF CHAIRMAN AND ACCEPTANCE OF OFFICE

Simon Firbank was proposed by TH and seconded by JM. IM confirmed that he had received notification that SF is prepared to stand as Chairman. There being no other proposal Simon Firbank was declared elected. (Note: SF signed his acceptance of office on 25th May 2015).

15.4 ELECTION OF VICE CHAIRMAN AND ACCEPTANCE OF OFFICE

Mike Withers was proposed by PW and seconded by LJ. There being no other proposal Mike Withers was declared elected. He signed a Declaration of Acceptance of Office and took the Chair of the meeting.

15.5 ELECTION VICE CHAIRMAN & OTHER OFFICERS & REPRESENTATIVES

Position or Responsibility	Elected	Proposed by	Seconded by
Planning Sub Group (4)	Mike Withers Jenny Morgan Margaret Martin Les Jones	AM	PW
Village Hall Management Committee Co-Opted Member VHMC for NVH	Allan Miller Peter Williams	JM	MM
Footpaths Liaison Officer	Tim Heaton	PW	MM
DAPTC North Area Committee (2)	Simon Firbank Jenny Morgan	MM	AM
Highways and Transport	Margaret Martin	PW	LJ
Community Safety	Peter Williams	LJ	MM
Bourton & Silton Charity	Geoffrey Miller	AM	LJ

15.6 FINANCIAL MATTERS

15.6.1 Review of the Clerk's Salary including PAYE obligations.

IM confirmed the current the clerk's annual salary is £3210 and that the HMRC contributions for the forthcoming year would be £980. It was agreed not to change anything at this time.

15.6.2 Review of Direct Debits.

Proposed by MW and seconded by DL it was resolved to maintain the following Direct Debits.

Payee	Purpose	Amount
LloydsTSB	Custody Fee, Village Hall Lease & Trust Document	£15.00 pa
Iain McVie	Clerk's salary and use of home as office	£168.33 pcm

15.6.3 Review of signatories

Lloyds Bank Account signatories were discussed and it was agreed that Simon Firbank, Peter Williams, Les Jones and Mike Withers should have this responsibility.

Proposed by AM and seconded by JM and agreed by all.

15.6.4 Effectiveness of internal audit

Following discussion it was agreed to continue with the current internal audit procedures. The Clerk will maintain income and expenditure and will prepare a quarterly bank reconciliation; Brian Martin (ex-clerk) will audit the bank reconciliation once a quarter and make checks as laid out in the internal audit plan; at year end the books will be audited by Sarah Mann Services. Brian Martin and Sarah Mann Services are independent of the Parish Council. The final audit will be carried out by external auditors BDO.

Proposed by AM and seconded by JM and agreed by all.

15.7 REVIEW OF DOCUMENTS

15.7.1 Standing Orders and Financial Regulations

The current S.O.F.R. were adopted on the 23rd September 2002 and amended in September 2007, June 2013 and January 2014. IM confirmed that the documents have been reviewed, are up to date and covered the legal requirements of the council and were available for the public on the village website. The Council agreed that the current S.O.F.R. are satisfactory.

Proposed by AM and seconded by JM and agreed by all.

15.7.2 The Publication Scheme

IM confirmed that the documents have been reviewed and they were up to date and covered the legal requirements of the council and were available for the public on the village website.

Proposed by AM and seconded by JM and agreed by all.

15.7.3 The Asset Register

IM confirmed that all new assets had been added to the register and that the insurance policy is in line with the contents of the Asset Register.

Proposed by AM and seconded by JM and agreed by all.

15.7.4 Documents which are in Safe-keeping

The Council noted the following documents which are in safe-keeping.

Village Hall Trust Deed - held by Lloyds TSB Bank, Gillingham

Deeds to Cemetery Paddock - held by Farnfield & Nicholls, Gillingham

Proposed by AM and seconded by JM and agreed by all.

15.8 RISK ASSESSMENT.

15.8.1 Review of Financial Arrangements.

The Council reviewed its financial arrangements and agreed that these are fit for purpose and comply with all legal requirements as outlined in Section 2 of the annual return to BDO.

The annual accounts for 2013/14 of which copies had been provided prior to the meeting to all Councillors were confirmed as in order and signed by the Chairman. The annual return will be submitted to BDO by the Clerk on the 4th July 2015).

Proposed by PW and seconded by MM and agreed by all.

15.8.2 Review of the Insurance Policy

This is in line with the Asset Register as noted above and IM confirmed that by taking a three year fixed price option the insurance premium will be 5% and is included in the May expenses.

Proposed by AM and seconded by JM and agreed by all.

15.8.3 Playground Inspections.

The Council agreed that the current procedures consisting of an annual RoSPA Inspection and recorded monthly inspections carried out by Clare Cowell are sufficient. IM confirmed that the 2014/15 inspection had been completed and that there were no high risks and that the medium risk of the deteriorating surface had been addressed by the installation of a new surface.

15.8.4 Cemetery Inspections

The Council agreed that the current procedures consisting of six monthly 'push tests' are sufficient.

Proposed by AM and seconded by JM and agreed by all.

There being no other business the Chairman closed the meeting.

Chairman: Date: 18th May 2015

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15.9 OPEN FORUM

MW welcomed everyone to the monthly meeting. He 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.

PCSO Levy provided a crime update for the last four weeks of which there were three reported Garage and outbuilding burglaries that were currently ongoing investigations. VL confirmed that the Speedwatch Group had now been trained and provided with all the necessary equipment.

VL informed the meeting that there would be two cybercrime awareness events held at Gillingham Town Hall in June and full details would be published on the village website. A member of the public asked if the police could provide better feedback on the Dorset Alert system. VL said that good news items would be circulated and that she would be putting her monthly crime updates on the village website. MW asked what the current crime trends were for Bourton and the surrounding area. VL said it is shed and garage burglaries where garden equipment and machinery is taken. TH asked what the current opening hours of Gillingham Police Station are. VL stated that the front office opened every Monday and Friday between 9am and 4pm. She stated that the station though had police officers operating out of it '24/7' with the community team also operating out of the station which ensured police officers were out and about in the area at all times.

A member of the public informed the meeting that the cemetery records were now on the village website making any research or searches for individuals an easier task.

A member of the public informed the meeting that the church had held a fund raising event the previous week which saw a fantastic performance from the Wessex Military Band.

A member of the public asked if there was any update from DCC concerning the poorly maintained gate on Footpath 9. A further member of the public added that the condition of the gate could lead to cattle being able to force it open and stray onto private land. IM confirmed he had chased up DCC and would continue to do so. (Note: Chase up e mail sent on 20/5/15 and 21/5/15).

15.10 DECLARATIONS OF INTEREST

M Withers declared a personal interest in the potential Village Hall site (neighbour).

15.11 MINUTES OF THE PREVIOUS MEETINGS

The councillors who attended the meeting held on 27th April 2014 agreed the minutes and these were signed as correct by MW.

15.12 ACTIONS ARISING FROM THE MINUTES

Grants and Donations: MW confirmed this was an agenda item for discussion later in the meeting.

Dorset Wildlife Trust survey of SNCI(s): MW confirmed the Wildlife and Habitat Group are progressing this.

Potential wildlife and habitat bank in West Bourton Road: IM confirmed this had been passed to DCC to research, consider and inform the village.

A303 Noise reduction: MW confirmed this was an agenda item for discussion later in the meeting.

A303 exit road signs for Bourton: IM confirmed that Highways England had acknowledged the lack of signage and were in discussion with DCC to progress this as it is a county council decision.

15.13 REPORT BY THE DISTRICT AND/OR COUNTY COUNCILLOR

Report from District Councillor

GM stated that the last month had seen the majority of district council activity being focused on managing the May elections.

PW confirmed that the District Council now have 33 Councillors made up of 27 Conservatives, 4 Liberal Democrats and 2 Independents. PW stated that the NDDC Annual Meeting would be held on 22nd May 2015 and that the council had allocated committee responsibilities to councillors. He informed the meeting that AC is now a member of the Strategy Delivery Committee and that he (PW) is now a member of the Development Management Committee and both of them are on the Planning Policy Committee.

15.14 PLANNING

15.14.1 Applications received – One.

15/0651/FUL - River View, Bridge Street - Erect first floor extension to existing building to form one new dwelling. – Placed on website, forwarded to new Planning Sub Group.

15.14.2 Applications granted – Nil.

15.14.3 Applications withdrawn – One.

15/0525/HOUSE – River View, Bridge Street - Raise roof height to create additional living accommodation. – Placed on website for information.

15.14.4 Bourton Mill

IM informed the meeting that NDDC had informed the council that the owner has confirmed that he has given instructions to his agent to re secure the premises. NDDC have confirmed they will be visiting the site to examine the quality of the work and are likely to make further inspections of the site as part of their commitment to work with the owner to progress improved safety and security.

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

15.14.5 Wind turbines and photovoltaic solar arrays

PW informed the meeting that the developer for the proposed solar array at Clapton Farm, Cucklington had held a drop in session for the public. At this stage though no planning application has been submitted. PW confirmed that he would continue to monitor the situation and report back to the council as previously agreed. TH asked what the purpose was for the council to have this as a standing agenda item, when there are no current applications for Bourton, as it could be construed that the parish council and in turn the residents of Bourton object to all alternative energy planning applications. PW explained that where proposed developments or applications are ongoing that border the parish the public and the council take an interest as in some cases the parish may be affected, as in the Clapton Farm proposal as the development if progressed would be visible to residents. Plus the parish council is aware of the issue of proliferation where once one development is granted this sets a precedent and has in other places led to an increase in applications for wind farms or photovoltaic solar arrays. PW reminded the meeting that if there was not a standing item the subject would still be raised as residents have made it clear that such applications do cause concern and do raise this point with councillors. MW stated that the neighbourhood plan questionnaire had also highlighted that the majority of residents are concerned about such developments and their impact on the visual amenity of the village. MM pointed that the questionnaire was very specific and did not cover whether individuals would be in favour of such developments if it led directly to reduced energy bills. TH stated it is important that the parish council take a balanced view and consider any planning application on its individual merits. MW stated that this is the case and the parish council does not have any pre-conceived views and will consider each application fairly, taking into account also any views expressed to them by residents.

15.15 FINANCE

15.15.1 Accounts to be paid

I. McVie	Expenses and Advert for Annual Meeting	£ 95.02
AON Insurance	2015/16 Insurance	£1559.76
Wessex Groundworks	New playground surface	£7460.28
P. Cowell	Cemetery and verge cuts	£ 328.80
Community Development Foundation	Return of unused NPG grant	£3548.00

Proposed by LJ, Seconded by AM and agreed by all.

15.15.2 Accounts received

NDDC	Council Precept Payment	£12,498.00
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15.15.3 Grants & Donations Policy

MW introduced this item and referred to the draft policy sent to all councillors prior to the meeting by IM. Following a discussion and a number of agreed amendments MW asked that IM complete a final draft, provide the updated version to all councillors for the June Meeting.

Proposed by LJ, Seconded by JM and agreed by all.

ACTION: IM to complete the agreed changes and re-circulate the policy to all councillors.

Grants and Donations – One, St. George’s Church.

MW reminded the meeting that the church had requested a donation from the council last month. GM confirmed that the Bourton Church Trustee’s had met and unanimously opposed donating funds to Upper Stour PCC for their use in providing ‘quota’ for the Diocese. GM explained that the trustee funds are in place to help maintain the fabric of the church building and its surrounding area. GM stated that there is a suggestion that the Bourton and Silton Charity may be able to assist if they were approached and he confirmed the contact details for the charity. Following a

discussion the council agreed to defer any decision to the June meeting and consider the application once they had agreed the policy.

ACTION: IM to provide councillors with a copy of the original request for a donation.

At this point GM offered his apologies and left the meeting.

15.16 NEIGHBOURHOOD PLANNING GROUP

MW informed the meeting that the NPG had met with NDDC on 6th May to discuss various matters connected to the changes being proposed to the NDDC Local Plan as a result of comments made by the Inspector at the recent examination. He stressed that his update reflects the current position of how NDDC are responding to the Inspectors comments and that it is possible the Inspector will not accept the NDDC responses and the situation may change further. MW stated that the most important point relates to the decision by NDDC to change their previously stated policy and not abolish the Settlement Boundaries around the better-serviced large communities, of which Bourton is one. The current position will now be that the original Settlement Boundary will be retained as drawn, with the Countryside Policy being applied to all areas outside the Settlement boundary. MW stated that the potential knock-on effect of this change could have involved the further call for more new housing in Bourton within the Settlement Boundary. However, it is NDDC view that, taking into account the number of house planning consents that have been granted since 2011, together with those being proposed under the Neighbourhood Plan, there will be a sufficient number for Bourton as far as NDDC could judge the Inspector's views.

MW confirmed that following the meeting between members of the VHMC and the agent acting for the owner of the VHMC's preferred new village hall site, the promised response to clarify what, precisely, they were offering the VHMC and the village, has not been forthcoming. MW confirmed that the NPG had sent out correspondence to the owners of all short-listed potential new village hall sites, including the site preferred by the VHMC, in accordance with the SEA regulations. When replies are received confirming that landowners wish their sites to be included in the NPG's exercise to select the most appropriate site, then phase one environmental surveys will be carried out as required by Natural England, before the final selection is made. Landowners have been given two weeks to respond (ending 28th May) to state whether they want to be included in the NPG exercise to select a site for a new village hall and amenity land.

15.17 NEW VILLAGE HALL

PW confirmed that the VHMC fully endorse the NPG approach and that the letter sent to the agent, acting for the landowner of the preferred site, was excellent. PW stated it was disappointing that the agent was not acting in a transparent way and now needs to clarify once and for all the proposal on behalf of the landowner.

15.18 TRAINING

IM confirmed that he had sent out the training dates for new councillors and that he will continue to progress a locally delivered training session for all councillors as agreed previously.

15.19 HIGHWAYS

15.19.1 A303 NOISE REDUCTION PETITION

JM confirmed she was continuing to work with Highways England to progress re-surfacing.

ACTION: JM to progress and update the June meeting.

15.20 TRANSPORT

MW confirmed there were no new updates.

15.21 FOOTPATHS

MW confirmed Footpath 11 is being used, albeit it was somewhat muddy in places.

15.22 COMMUNITY SAFETY

PW informed the meeting that the Speedwatch Group had conducted its first enforcement session.

15.23 TOM MITCHELL SALVER

MW asked that all nominations be forwarded to IM and that the council would decide the 2015 winner at the June meeting.

ACTION: Nominations to IM for the June meeting.

15.24 VILLAGE FETE 2015

PW informed the meeting that he had recently seen James Mann and that he believed he may agree to co-ordinate the fete. MW reminded the meeting that SF had previously said this was not the case and as no one else had volunteered it would not be possible to hold the fete.

ACTION: IM to confirm the position with James Mann. (Note: IM spoke to JM who reaffirmed he would be happy to support the event, but would not be in a position to take on the co-ordinator role)

15.25 CORRESPONDENCE

04/05/2015	NDDC	Consultation on NDDC plan - To all councillors and NPG
08/05/2015	DAPTC	Letter that CE of DAPTC retiring - Noted copy to Chairman
08/05/2015	DAPTC	Information on accounts for clerks - Noted and filed
08/05/2015	Wessex Water	Notification of works in Bourton June 2015 - BPC May meeting
14/05/2015	NALC	Council of the week information for clerks - Noted and filed
14/05/2015	DAPTC	Speed indicator devices - Not applicable so filed
14/05/2015	DAPTC	Public health survey - Already completed so destroyed
14/05/2015	DAPTC	Dorset PCC 'young people award' - Filed
14/05/2015	DAPTC	Allotment Week information - Not applicable so destroyed
14/05/2015	LGBCE	Consultation on county electoral changes - BPC, website, N/B
14/05/2015	DAPTC	Chief Executive circular - To all councillors
14/05/2015	NALC	Letter of introduction from CEO - To all councillors
14/05/2015	DAPTC	NALC information to clerks on annual awards - Noted & filed
14/05/2015	DAPTC	Training session dates 2015 - To all councillors
14/05/2015	NDDC	Planning application/0651/FUL - River View Bridge Street-PSG
14/05/2015	DAPTC/NALC	Advice for clerks on new legislation - Noted and filed
14/05/2015	Wiltshire CC	CIL charging rates 2015/16 - Not applicable, noted and filed
14/05/2015	DAPTC	Chairs for sale - To VHMC for consideration
14/05/2015	DAPTC	Advert for event from Healthwatch - Website
14/05/2015	Mr Sullivan	Email concerning Footpaths Officer - Chairman & V/ Chairman

Please contact the clerk if you require any further information.

15.26 ANY OTHER BUSINESS

JM informed the meeting that residents living in properties on New Road near the junction with the High Street, where a stretch a verge has been left uncut as part of the wildlife project, had reaffirmed their view that it was still affecting road safety and looked untidy. LJ pointed out that since the contractor had now redefined the one metre cut sections it looked far better. MW asked if any of the councillors wished to propose any changes to the current agreed cutting regime. There were no proposals to do so and MW asked that councillors continue to monitor this. At this point TH offered his apologies and left the meeting.

MW informed the meeting that the Local Government Boundary Commission had commenced a consultation exercise in relation to the future County Council boundaries for Dorset. He confirmed all councillors had been previously informed and that posters would be displayed on the notice boards and the village website for the public to have the opportunity to make comment.

MW informed the meeting that from 15th June for eight weeks Wessex Water would be completing water main replacement work along Forge lane, New Road and Fantley Lane. This work will involve a road closure in Forge Lane. Wessex Water are writing to inform all affected residents.

MW informed the meeting that a resident had asked if it would be possible re-create the remaining two milestones in the village and considering re-painting various concrete posts and railings located throughout the village. Following a discussion it was agreed to progress this suggestion.

ACTION: IM to meet with resident discuss the exact works required and report to the June meeting

15.27 DATE OF NEXT MEETING - MONDAY 29TH JUNE 2015

15.28 MW thanked everyone for attending and formally closed the meeting.

Chairman:

Date: 18th May 2015

Note: The minutes will be reviewed and formally ratified by the BPC on 29th June 2015