

MINUTES OF A MEETING OF BOURTON PARISH COUNCIL HELD IN THE VILLAGE HALL AT 7.00PM ON MONDAY, 19TH AUGUST 2019

PRESENT: Mike Withers, Margaret Martin, Mike Chapman, Andrew Sturt, Ian Cooper, Iain McVie, Peter Williams, Andrew Gillett, Allan Miller, Eve Wynn (Clerk) Dorset Councillor Belinda Rideout, Dorset Councillor Val Potheary.

APOLOGIES: Councillor David Walsh

ATTENDING: Approximately 50 members of the public

APOLOGIES – AS PER ABOVE.

19.55 Open Forum

MW asked if anyone was recording the meeting then they should make it clear they were doing so.

- A MoP read a statement in favour of the Jubilee Field site. Also raised concerns regarding the possible misuse of data which is restricted to the Electoral Register.
- A MoP stated that DSSG does not hold public meetings and is akin to a secret society and that they have pitched people against people within the village.
- A MoP said that not everyone in the village received a ballot paper to vote in the referendum for reasons unknown.
- A MoP said that the PC had been given a mandate to select the site for a new VH via the NP referendum – which they had earned and should be left to get on with progressing the project.
- A MoP thanked the PC for its support in relation to the Bourton Bash which was taking place on 24th August.
- A MoP said that they were disgusted by the derogatory content on the DSSG website and expressed full support for the PC.
- A MoP read out a statement regarding the results of the referendum (appendix A).
A MoP stated that the PC had not wished to poll individuals and asked whether PC would now honour the result of the referendum.
- A MOP said that the real reason for all of the bad feeling and anger towards the PC was because of a personal issue involving AS and related to something that had happened in 2012 involving both the current and immediate past chairman.
- A MOP read out a statement of support for the hard work of the PC and thanked members for maintaining a calm and dignified demeanour in spite of detractors with their biased and bullying single-issue campaign.
- A MoP asked the clerk where the PC letters were on the website, regarding responses to two complaints. The Clerk explained that these were going on the website after the meeting.

AS asked the clerk to take legal advice on the lawfulness of the votes taken on 22 Oct 2018, to take into account the law & report the findings at the next meeting.

19.56 Declarations of Interest

AG registered a personal interest. AS said AG was duty bound by the law to leave the room when the new village hall was discussed. MW explained that the PC had already taken legal advice on this and that if there was a pecuniary interest then a councillor should leave the room, this was not and is not the case. ACTION: Clerk to reaffirm with the Monitoring Officer and report back at the next meeting.

19.57 Minutes of the Previous Meeting

AS made several comments regarding the minutes of the July 2019 meeting and the August 1st Extraordinary General Meeting and his comments were noted. MW informed AS that the draft minutes were always sent to all councillors by the Clerk so that they can check and propose amendments to them if necessary. The minutes were agreed as an accurate record and were duly signed by the Chairman.

19.58 Actions Arising from the Minutes.

Clerk to post an advert regarding the recruitment of a volunteer Website helper to work alongside Nick Hall. Done – Clerk has posted in the parish magazine. Clerk will also work with NH to post an advert on the website and in the noticeboards. ACTION DISCHARGED.

19.59 Report from County Councillors

Councillor Potheary gave a report. AS thanked VP on behalf of himself and others in the public audience for helping with counting the votes for the referendum. VP said she wasn't popular in the village but felt she had been vindicated by the amount of people that had voted.

Councillor Rideout gave a report (Appendix B).

19.60 New Village Hall

MC gave this report:

“Some 40 people attended this year’s Bourton Village Hall AGM. Chair of Trustees, Paul Curry, reported that the village hall is alive and well with a variety of regular weekly and monthly bookings. The Hall turned in another positive financial result.

At the AGM, seven Trustees were elected. Under the new Charitable Incorporated Organisation, the Hall’s administration has improved markedly. The Board of Trustees is concerned with policy, finance and strategic planning, supported by the Hall Volunteers Group who organise and run events. This group is also an engine room for new initiatives and ideas.

The report at the AGM on the New Village Hall project described the progress being made by the Parish Council in obtaining the transfer of land for the new hall. It is hoped that a major campaign to raise grants and other funds can start before the end of the year, once land has been secured.

In closing the AGM, Paul offered his thanks to the too small group of volunteers who make the events possible by donating their time and their cheerfulness. He also reported that we are in the process of tidying up the Hall. The fencing and timber cladding have been completely refinished by volunteers and the untidy growth removed from the bank, ahead of some more attractive planting. We have repaired hazardous areas on the concrete path, replaced old and worn signage and there are plans afoot to redecorate the Hall’s interior. These actions should help us to raise utilisation and the general profile, all essential ingredients in the fund-raising campaign.

I am delighted to have been able to report such a positive, whole community feeling coming out of the AGM and my personal thanks to Paul for a good year in the saddle and a well-presented AGM and to Bidy Robinson for yet another well-managed and properly accounted financial year.”

MW reported that he had tried to get in touch with Hannah Smith regarding progress on the Section 106 but she was currently on holiday. AS asked if the PC will take note of the referendum?

19.61 Planning

19.61.1 Bourton Mill

JM reported on developments at Bourton Mill. She confirmed that contact has been made with Environment Agency (EA) concerning the state of the compensation basin. EA have been checking water quality downstream of the Mill and, to date, they are satisfied that no contaminated material has flowed into the river from the compensation basin. Progress is due to resume on-site in September with the build of houses on Plots 1 & 2. Construction of the western access road is due to commence shortly, as is completion of the compensation basin with clearance, addition of topsoil and seeding..

AS volunteered to review S.106 conditions with AG to confirm that the developer is meeting obligations as appropriate.

19.62 FINANCE

IM gave this report:

“As agreed at a previous meeting I have completed my first review of how the agreed additional clerk hours is operating. As you will recall we agreed a new rate of pay for the Clerk recently and as you will see from the agenda there will be a request to agree the payment for additional hours that the Clerk has been required to complete due to additional workload.

I do hope you will agree to this additional payment as without it the Clerk would not have been able to complete her statutory responsibilities i.e. completion of minutes, financial requirements and responding to resident enquiries and councillor emails.

During this review of hours, the Clerk and I explored the current time-consuming recording of our council meetings. These have, for a number of understandable reasons, become more of a burden than they have been in the past. It is though the Clerk’s statutory responsibility to produce the agenda and minutes taking into account a number of legal requirements and interpreting best practice.

Therefore we have completed a weeks’ worth of research utilising clerk training material, DAPTC, NALC, SLCC information and looking at other councils minutes for best practice.

I have therefore agreed with the Clerk that to meet her legal responsibilities balanced with efficiency and effectiveness she will publish records of council meetings in a more concise manner.

This is not a policy but clarification of the Clerks’ procedures surrounding the production of minutes. Therefore, it will go as an appendix to the Clerk’s job description.

I would ask for your support to the Clerk for the payment of 10 hours overtime to cover the additional work that she has had to do over the past month

19.62.1 Accounts to be paid

Mrs E Wynn	Wages; expenses; overtime.	£544.33 & £124.00
PM Cowell	August invoices	£936.00
HMRC	PAYE for the months of May, June and July	£302.27
Up In Smoke Theatre Co Ltd	Supply of PA system	£275.50

DAPTC	New councillor induction course for Cllrs Sturt and Cooper	£80.00
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Proposed by AM, Seconded by IC, Agreed by all councillors present

19.62.2 Accounts Received: None

19.62.3 Grant Applications Received: None

Proposed by AM, Seconded by IC, Agreed by all councillors present

19.63 Publication of Notices

AS said he had looked through the procedures regarding notices and said the Chairman had no authority to produce them. AS said the notices did not go out with his name on them and that the PC had to have a proper procedure to publish them. MW said he would look at this and respond to AS before the next meeting.

19.64 Bourton Parish Council Procedures

AS said the planning group had no status and could not act on behalf of the entire PC. It was pointed out that the formation of such a group was covered by the councils standing orders. He also asked on what authority the Chairman has to act without the agreement of all councillors and requested that the Clerk looks into all areas of dedication. MW said the Clerk is part-time and asked AS to limit his demands on the Clerk – he noted that AS had been responsible for 35 x information requests from the Clerk over the past month which he considered excessive. AS said there was limited information available and asked how or where he could find all the information which he required; he felt that the only way to get the information was from the Clerk. IM said that as individuals councillors could look into the existing procedures and policies then work with the clerk to propose new or amended sections to the existing Parish Council Standing Orders, Code of Conduct and other policies, currently all available via the parish council section within the village website. IM said that it would be better to progress such matters collaboratively.

19.65 Adopted Code of Conduct

AS asked that all councillors looked at the presentation he had forwarded earlier in the week from the new councillors training session he and IC had recently attended. All councillors confirmed they had.

19.66 Recording of Meetings

MW had already covered this item at the beginning of the meeting and the parish council standing orders accurately reflect the legislation and advice from central government.

19.67 Agenda and Minutes

AS stated that the previous 2 months minutes had been an improvement on months prior to then.

19.67 Bourton Village Day

SM gave this report: "Thank you, Mr Chairman and councillors. The day started damp and miserable but as soon as the sun shone and the music started the people came out. The success of the day can be measured in money raised for causes, people joining clubs, making new friends and meeting old friends and having a good time.

Finance

The day was always intended to be free to local people and cost neutral and the emphasis on organisations being in control of what they do to raise awareness of their club or organisation, or to make money. We understand that this event has raised money for every stall holder that attended. The cost to put the day on was £2250. The money that we had available was £2512. Therefore, there is a profit of £262

Future

We thank everyone who made the effort on their stalls, the volunteers who put up and took down the tent, Bourton School PTFA, Jim and Sarah Mann for organising the bar, Sheila Williams for making the most amazing raffle prizes, David Reed for the PA system which really enhanced the presentation of the day and the two companies who gave us a donation – Bourton Fencing and Hamlet of Wincanton. We thank the Parish Council members for trusting us with Public money in the form of a grant to put the event on.

There are concerns about the condition, viability and use of the village tent, but that is a subject to be discussed at another time. Trevor and I have worked extremely well together for the past two years and the village day would not have been half as good without his sense of humour, dedication and his project management spreadsheet. There is always room for improvement, change and any feedback is welcome. However, we both have hobbies, commitments and projects that demand our time and energy. Trevor is happy to prepare for 2020 but I am breaking up the duo and have decided not to be on the organising team. So, another person or persons are needed to join him to make it happen. I would encourage anyone interested to step forward and support him. We have a working template in place and it can only get easier."

MW proposed a vote of thanks to Sharron McVie and Trevor Knott.

19.68 Wildlife and Habitats

A verbal report was provided and noted by the council.

19.69 Highways

PW reported he was still waiting for confirmation for the cost of the lettering for the signposts. MC said that the website data at DC was improving all the time regarding road fixes and traffic issues and that the quality of information was very good. IM said any outstanding requests for highways works should be sent to Roger Bell at DC. New reports should be logged at www.dorsetforyou.gov.uk AG said he was still looking into opportunities regarding a possible speed restriction in the village

19.70 Footpaths

IC gave a verbal report which was noted.

19.71 Community Safety

It was confirmed that there was nothing to report for this meeting.

19.72 Correspondence

19.72.1 – letter from Mr & Mrs Wilce regarding conduct at the Extra Ordinary Meeting. This was a personal letter addressed to the chairman. Consent to share this letter only arrived on the evening of the meeting and the clerk confirmed that the Chairman would respond to the writer as per the request in the letter.

19.72.2 – email from St George's School re concerns about rubbish and littering on the playing field. The clerk has reported the issue to Dorset Waste Partnership and updated the school, no further action required.

19.72.3 – email from Jacqui Andrews (Service Manager, Democratic & Electoral Services Legal and Democratic Services) re complaint regarding the alleged unlawful use of the electoral register to circulate correspondence to residents of Bourton. Dorset Council reported the matter to the police. Police are not taking any further action due to lack of resources. Several residents are taking this issue up with the Information Commissioners Office (ICO). AS said that he had researched this issue and had found personal in various places on the web. MW pointed out that many residents firmly believe that their personal details had been unlawfully provided through the electoral roll and asked AS if he knew where the electoral roll was sourced from. and that there were also a considerable number of companies that supply these details. MW asked AS if he knew where the Electoral Roll was sourced from. AS stated that he did not know. MM said that an email from Jackie Andrews of DC had assured her that there was no fault with DC staff providing electoral roll details to a third party. Several residents are extremely upset that their details had been used by the DSSG. There had been several reports of unique initials and names being used on the envelopes and those residents were prepared to take this issue as far as possible. The council acknowledged that several residents are extremely upset that their personal details had been accessed in such a way and used by the DSSG. IM stated that the Electoral Roll usage was not an issue for the parish council and that this matter should now be dealt with by individuals with Dorset Council Electoral Services and the Information Commissioners Office (ICO). IM pointed out that the PC now draw a line under this issue, although individual councillors may wish to support their electorate as they progress their individual complaints with DC and the ICO.

19.72.4 – letter from Trevor Bailey in response to the PC's letter dated 12th August concerning errors in the parish council notification concerning the DSSG referendum. The clerk confirmed a reply would be sent to him. **ACTION:** Clerk to reply and add copies of the letter and reply as an appendix to the minutes as requested by AS.

19.73 Any Other Business

MW reported that he had received a copy of the Dorset Council Strategic Landscape & Heritage study. MW asked that the Planning Group, with the addition of Councillor Sturt, look at the study to draft a response for consideration.

AS referred to the letter from some residents of Bridge Street that the council appoint a councillor to work alongside Jenny Morgan with regards to the failings of the Mill Site developer with regards to the Section 106 requirements and liaising with the contractor on other issues at the Mill site. MW invited JM for comment and she stated she would not do this and resigned from her role as the single point of contact on behalf of the council at the Mill site. MW thanked her for many years in this role and the sterling service she has provided in difficult circumstances and wanted her to continue to report to the PC. For this to happen the offer of support from AS was rejected.

The next Parish Council meeting will be held on Monday 23rd September at 7.00 pm

MW closed the meeting at 9.13pm

Chairman:

Date: 19th August 2019

Note: The minutes will be reviewed and formally ratified by the BPC on 23rd September 2019