

**MINUTES OF THE ANNUAL MEETING OF BOURTON PARISH COUNCIL
HELD IN THE VILLAGE HALL AT 7.00 P.M. ON MONDAY, 19TH MAY 2013**

PRESENT: S Firbank (Chairman), M Withers, L Jones,
G Miller, P Williams, D Lawes
APOLOGIES: C Price, H Baker, A Miller, A.Cattaway (County Councillor).
ATTENDING: Iain McVie (The Clerk) and 12 members of the public.

14.18 APOLOGIES – AS ABOVE

14.19 ELECTION OF CHAIRMAN AND ACCEPTANCE OF OFFICE

Simon Firbank was proposed by Mike Withers and seconded by Peter Williams. There being no other proposal Simon Firbank was declared elected. He signed a Declaration of Acceptance of Office and took the Chair.

14.20 ELECTION VICE CHAIRMAN & OTHER OFFICERS & REPRESENTATIVES

Position or Responsibility	Elected	Proposed by	Seconded by
Vice Chairman	Mike Withers	PW	GM
Planning Committee (3)	Danny Lawes Cathy Price Mike Withers	GM	LJ
Footpaths Liaison Officer	Danny Lawes	GM	LJ
DAPTC North Area Committee 2	Simon Firbank Danny Lawes	GM	LJ
Village Hall Management Committee Co-Opted VHMC for New Village Hall	Allan Miller Peter Williams	GM	LJ
Bourton & Silton Charity	Danny Lawes	GM	LJ

14.21 FINANCIAL MATTERS

14.21.1 Review of the Clerk’s Salary including PAYE obligations.

It was agreed that there was no need to change anything at this time.

14.21.2 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	£164.98 pcm

14.21.3 Review of signatories

Lloyds Bank Account – current signatories are Simon Firbank, Danny Lawes, Helen Baker and Mike Withers.

Proposed by PW and seconded by GM it was resolved that there was no need to change anything at the present time.

14.21.4 Effectiveness of internal audit

No changes to the Internal Audit procedure. 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 TAB Services. Brian Martin (ex clerk) and TAB Services are

completely independent of the Parish Council. Final audit is carried out by external auditors BDO.

Proposed by MW and seconded by PW it was resolved to continue to use the current Audit Plan for the current financial year.

14.22 REVIEW OF DOCUMENTS

14.22.1 Standing Orders and Financial Regulations

The current S.O.F.R. were adopted on the 23rd September 2002 and amended in September 2007. 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.

14.22.2 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.

14.22.3 The Asset Register

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

14.22.4 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

14.23 RISK ASSESSMENT.

14.23.1 Review of Financial Arrangements.

The Council reviewed its financial arrangements and agreed that there is no need to update them at this time.

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 (Note: Submitted 26/5/14).

14.23.2 Review of the Insurance Policy

This is in line with the Asset Register as noted above.

14.23.3 Playground Inspections.

Current procedures consist of an annual RoSPA Inspection together with recorded monthly inspections carried out by Helen Baker. The Council agreed there was no need to update procedures at this time. IM confirmed that the 2014/15 inspection had been completed and that there were no high risks and one medium risk that would require removal of a potential trip hazard during the next year.

There being no other business the Chairman closed the meeting.

Chairman: Date: 19th May 2014

MINUTES OF A MEETING OF BOURTON PARISH COUNCIL

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14.24 OPEN FORUM

SF 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.

A member of the public provided a statement on behalf of the **Wildlife and Habitats Group**.

'As you know, the grass verges have now been cut by DCC, in accordance with the policy which was agreed in March. DCC provided signs explaining why some verge areas were being conserved, but they blew away in the first two days. The Wildlife and Habitats Group is providing some discreet but robust signs to replace them, thanks to Ian Hounsell who is making them.

The Group has appreciated the Parish Council's support on its banks and verges project and, as you know, has undertaken to maintain and enhance them on behalf of the PC and the community. You may also be interested to know that a survey of the long bank from the VH to the garage has revealed over 50 species of native plants and flowers and the Group has planted more today, both on the bank and the conserved verges.

The Group has also created a "hibernation den" on the bank, using thin cuts of Cypress trunk, kindly provided by Peter Nathan. Although it stands out rather at the moment, it will soon become overgrown, and I hope you will be happy to support this use of the bank to benefit local wildlife in the future.

The subject of litter was raised at the last meeting in connection with banks and verges and, although the verges have now been cut, the Group has been litter picking while planting. In this connection, the WHG would be happy to be the focus for a village litter clearing day, as a contribution to the local environment. If the Council considers this to be a good idea, it would be appreciated if you could support it by providing litter picking devices'.

The Council discussed and agreed to support this.

SF stated that there is a litter picking pack and equipment provided by DCC that the BPC would fund as the Council wish to support this worthwhile activity.

St George's Church.

'You will be pleased to know that the Warminster Military Wives Choir Concert on Saturday was excellent. It was attended by an audience of over 100, one of whom was a Parish Councillor. In addition, only a small proportion of those attending the event were Bourton residents and the lack of support for Church fund raising events continues to disappoint'.

A member of the public stated that she was disappointed more councillors had not been present at this event. The meeting noted this comment.

A member of the public asked the council why more could not be done to improve the dangerous condition and security of the Bourton Mill site. This matter was discussed as an agenda item later.

14.25 DECLARATIONS OF INTEREST

S. Firbank and C Price declared a personal interest in Bourton Mill (neighbour).

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

14.26 MINUTES OF THE PREVIOUS MEETINGS

MW asked that in paragraph four, line one be amended to read 'SF asked that the Dorset District Council ensure this (cutting of verges and banks) be done' as the current minutes imply that the failure to cut the verges and banks was the fault of the Wildlife and Habitats Group, which, is not the case as they have no responsibility to cut the banks or verges. This amendment was made (Note: The copies held on the website have subsequently been amended as well).

The minutes of the previous meeting were agreed.

The meeting also agreed the minutes of the Annual Meeting held on 12th May 2014.

Proposed by PW and Seconded by GM.

14.27 ACTIONS ARISING FROM THE MINUTES

Cemetery Wall: SF updated the meeting that there were two further quotes for repairs to the wall. LJ reminded the meeting that the first quote obtained a number of weeks ago including the removal of the wall and a rebuild. Following discussion it was agreed to produce a set of comparison quotes for a decision at the next meeting.

ACTION: LJ to produce the comparison quotes for the next meeting.

PW asked that there is an assessment of the cemetery wall that runs along the path way as this is higher and faces onto housing. SF suggested that this could be complete by whichever contractor is used to repair the front walls.

SF asked GM to chase up the farmer for last year's rent of the new cemetery field for grazing.

ACTION: GM to update the next meeting.

Village Gates

LJ updated the meeting that he had made enquiries as to the road safety point and the view is that the gates do contribute to reducing the speed of visitors through the village, but, not those individuals who know the area and have a disregard for speed limits.

SF reminded the meeting that the village gates have been in discussion for a long time and whether or not the council should continue with the proposal.

GM asked whether there was sufficient finance to fund the gates. IM confirmed there was.

MW reminded the meeting that the original idea of the gates had come from the village design statement and was viewed by villagers as a way of identifying the village boundary. He stated he would prefer to go with the resin signs as they require little maintenance.

PW agreed with this and stated that if the signs are purchased it would be sensible to purchase the larger ones for the entrance to the village from Wincanton and the smaller set for the entrance from Zeals. He also asked if it could be reaffirmed as to the exact proposed location for the signs.

ACTION: HB to reaffirm with DCC the exact proposed location of the signs that if purchased would be erected by DCC at no charge.

Village War Memorial

IM updated the meeting that he had not yet been provided with the recommended professional War Memorial cleaners.

ACTION: IM to update the next Meeting. (Note: Two new requests for quotes completed 26/5/14).

Local Action Groups (LAG) – Hearts of Wessex and Northern Dorset.

SF reminded the meeting that there would be two groups applying to be given the responsibility to manage the EU funding for the future in relation to Local Action Groups. He reminded all of the information provided by Hearts of Wessex and Northern Dorset. He also produced maps outlining the geographical areas each of the two groups would cover. Following a discussion SF asked that the council support the Northern Dorset bid.

Proposed by MW and Seconded by PW. This was agreed by all.

ACTION: IM to write to Hearts of Wessex and James Weld at the Rural Enterprise Partnership on behalf of Northern Dorset to inform both groups of the decision. (Note: Action completed 21/5/14).

All other actions covered in main items on the agenda.

14.28 REPORT BY THE DISTRICT AND/OR COUNTY COUNCILLOR

Report from District Councillor

GM updated the meeting that he would not be standing for re-election as a District Councillor at the May 2015 elections.

GM also asked if the parish council could look at an email he has received from a resident in relation to a grass verge that has been damaged following buildings works. He passed an email to the Chairman who agreed the matter would be looked into and a response provided to the resident.

14.29 Planning

14.29.1 Applications received

2/2014/0551/The Quiltings, Primrose Lane-Erect single storey side and rear extension

2/2014/0398 Forge Cottage, High Street, new extension to replace existing structure.

Applications granted

2/2014/0047 Colbourne House, High Street, Bourton

14.29.2 Bourton Mill

SF updated the meeting that there remains the strong possibility for the front part of the site to be cleared/demolished hopefully in July or August, given this he had not written to the owner for permission for the Wildlife and Habitats Group to be allowed access to one part of the site to complete some work to promote wildlife and habitat growth.

PW stated that he did not have the same level of confidence that this would occur and that the light weight fencing now erected as security was insufficient and with summer and school holidays approaching the likelihood of the flimsy security fencing being breached and people trespassing would undoubtedly happen. PW further stated that he doubted the scheme would go ahead and if it did he doubted whether potential owners would be able to get a mortgage or insurance for their property and in the future cover the costs of any remedial or repair work on the dam, which, would be their responsibility. He further added that he felt John Hammond was slightly glib in relation to the possibility that the developer and/or partner would be looking to amend the original planning grant and replace the 5 bedroom property with two smaller properties. This change to the planning consent could result in a challenge which would yet again slow down any chance of movement to resolve the site and its appalling condition.

MW stated that PW may be right about yet further delay in the development progressing, but, the owner has planning consent for three years and therefore the council cannot do anything to move the development on quicker. He stated though it is right that the Parish Council do continue to apply any sort of pressure on the owner to ensure the site is secure and safe. MW reminded the group that there are many conditions to the Section 106 grant and that the developer would have to satisfy an independent specialist (Government Panel appointed engineer) that the dam and associated works are structurally safe for a period of many years, he thought this is something like 100 years and without this due diligence any developer would not progress building as he or she would be unable to sell the properties. PW questioned the likelihood of a Panel Engineer certifying the dam's structural integrity for 100 years and felt that a maximum of 10-20 years was more likely. SF informed the meeting that his understanding is that the owner was progressing funding the development. He also stated that if any breaches of the perimeter occur the Parish Council, as has been done in the past, will contact the owner to arrange repair and if needed contact NDDC. PW requested that potential liability issues, relating to unauthorised person(s) entering the Mill site and injuring themselves (or worse), should be determined as a matter of priority.

ACTION: IM to write to NDDC to ask and to obtain independent advice from NALC.

14.30 FINANCE

The 2013 to 2014 accounts were formally agreed and signed off by the Chairman

14.31.1 Accounts to be paid

I. McVIE	Advert for Annual Meeting	£ 11.80
Glasdon Ltd	Fixings for benches	£ 63.26
Playsafety	Annual inspection.2014/15	£ 88.80
P. Cowell	Cemetery Cuts	£149.00

Proposed by DL, Seconded by PW and agreed by all.

14.31.2 Accounts received

Council Precept Payment	£13,287.48
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14.31.3 Grants & Donations – None

14.32 NEIGHBOURHOOD PLANNING GROUP

MW informed the meeting that the collection of the NPG questionnaire responses has now closed and information from these responses is being put onto a NPG database by two group members. Over 500 individual questionnaires have been returned and the response from households exceeded 70% which was an excellent response. MW stated that much of the credit for this rests with 'our trusty band of hard-working volunteers who have delivered and collected with admirable determination'.

MW stated that the results should be available by the end of May and will be communicated to residents via a hand delivered news sheet, posted on the village website and at two drop-in sessions to discuss the results.

MW added that having consulted with Natural England, English Heritage and the Environment Agency, North Dorset District Council have confirmed that a Strategic Environmental Assessment (SEA) will be necessary as part of the Neighbourhood Plan (NP). The reason is to ensure that the NP complies with a European Directive which requires that the NPG assess options for fulfilling the objectives to deliver a new village hall and associated housing development. It is hoped, with the support and assistance of the VHMC in providing evidence of the selection processes it went through, and then this will not be too onerous a task. It is hoped that it will not delay the overall NP programme.

PW congratulated MW on the NPG's efforts and stated it was a job well done.

14.33 NEW VILLAGE HALL

PW thanked MW for the email confirming that an SEA would be needed and asked if the VHMC could be provided with a full copy of the note from Terry Sneller concerning the SEA requirement.

ACTION: MW will provide VHMC with a full copy of the information.

MW confirmed that he had asked the VHMC for their help to complete the environmental assessment which should not affect any timescales. MW confirmed that the information the VHMC had been asked to provide relating to their selection process for a new VH site was necessary to hopefully shorten the SEA process to be carried out by the NPG.

PW asked if it would be possible to have a flow chart of how the process will progress.

MW said that the NPG were going to work out how to complete this piece of work over the coming weeks and confirm the process.

ACTION: MW to confirm process to progress the NP requirements with VHMC.

ACTION: PW to arrange a meeting between NPG and Brimble Lea after the results from the forthcoming questionnaire are known. (Please note this action is ongoing)

14.44 TRAINING

SF confirmed that there is Councillor Training in Dorchester on the 22nd May.

14.45 HIGHWAYS

SF confirmed there were no new updates.

14.46 TRANSPORT

SF confirmed there were no new updates.

14.47 COMMUNITY SAFETY

SF stated that there had been no take up on the Speedwatch Coordinator role and that the advert would remain on the notice boards.

ACTION: CP to canvas individual for this volunteer role and update the next meeting.

14.48 CORRESPONDENCE

01/05/14	NDDC	Advert for a seminar for renewable energy - To PW, MW (NPG), SF - Filed
01/05/14	NDDC	Planning App2/2014/0398 Forge Cottage, High Street, - To PSC
01/05/14	NDDC	Consultation document Review of Community Partnerships - To SF
02/05/14	Letter from I & J Lewis	Copy of a letter sent to NPG concerning the IOWA 6 - NPG to reply
02/05/14	DAPTC	Training information - Filed
11/05/14	Leader NDDC	Information concerning LAG Hearts of Wessex/Nth Dorset - To Chairman
11/05/14	SWCLCA	Sustainable Communities Act 2007 Information - Filed
12/05/14	SLCC	Meeting details for 13/05/14 - To Chairman
12/05/14	Mr.Holman	Letter concerning LAG Hearts of Wessex/Nth Dorset - To Chairman
12/05/14	Mr P Cowell	Quote for cemetery works - To BPC Meeting 19/5/14
12/05/14	DAPTC	Information concerning LAG Hearts of Wessex/Nth Dorset - To Chairman
12/05/14	Uniparservices	Information for products in relation to speed detection - Filed
12/05/14	DAPTC	Information concerning LAG Hearts of Wessex/Nth Dorset - To Chairman
12/05/14	Credit World	Invoice for advert for Blackmore Vale - Filed
12/05/14	DAPTC	Information concerning LAG Hearts of Wessex/Nth Dorset - To Chairman
12/05/14	Outdoor Play People	Advert for services - Filed
12/05/14	Dorset Waste Partnership	Confirmation that Bourton Recycle Bins will be removed - BPC Mtg 19/5.
16/05/14	DAPTC	Information for clerks concerning newsletters - Filed
16/05/14	DAPTC	2 copies of spring newsletter - Taken to BPC 19/5/14 for Councillors
16/05/14	Mr.Holman	E mail concerning LAG Hearts of Wessex/Nth Dorset - To Chairman
16/05/14	DAPTC	Confirmation of Chairman's Meeting 22/5/14 - To Chairman

16/05/14	DAPTC	NALC advice to councils on buildings & energy performance needs - Filed
16/05/14	NDDC	Feedback on services provided - Responded and filed
16/05/14	NDDC	Planning App.2/2014/0047 Colbourne House, High Street, Bourton
16/05/14	CRW	What's GR8 in SP8 -Village Website, Filed
16/05/15	NDDC	Planning App. 2/2014/0551/The Quiltings, Primrose Lane. Erect single storey side and rear extension. - To Planning Sub Committee.
16/05/14	Dorset Community Action	Information on successful bid and fund raising - To VHMC for info.
16/05/14	DCC	Public Engagement 2014/15 - Reply with council details and website.
19/05/14	NDDC	Seminar for renewable energy in buildings - Filed
19/05/14	DAPTC	"Councilors Powers and Duties" courses on 4 & 5June - To Councilors.
19/05/14	DCC	Information DCC road shows 2014 - Website and Councilors
19/05/14	DAPTC	Information for Council Chairman re AGM - To Chairman

Please contact the clerk if you require any further information.

14.49 FOOTPATHS

SF informed the meeting that he had received a letter from a member of the public concerning the status of Footpath 11. SF stated there was a request to discuss this and he proposed that it be raised by the member of the public during the open forum of the June meeting.

This was agreed by all of the Councillors.

14.50 ANY OTHER BUSINESS

SF informed the meeting that the Dorset Waste Partnership is now removing a number of small recycling units including the one by the Doctors Surgery. The Councilors felt this was inevitable given the improvements in recycling collections from homes and that no representations be made.

14.51 DATE OF NEXT MEETING - MONDAY 30TH JUNE 2014

14.52 SF thanked everyone for attending and formally closed the meeting.

Chairman:

Date: 19th May 2014

Note: The minutes will be reviewed and formally ratified by the BPC on 30th June 2014