

MINUTES OF A MEETING OF BOURTON PARISH COUNCIL HELD IN THE VILLAGE HALL AT 7.00PM ON MONDAY, 24TH JUNE 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.

APOLOGIES: None

ATTENDING: Approximately 30 members of the public

APOLOGIES – AS PER ABOVE.

MW opened the meeting with this statement regarding the sudden death of Alan Whitehead, owner of Forge Garages: The Parish Council wishes to send its condolences to the Whitehead family following the recent loss of Alan after heart surgery.

"We probably all know Alan best as running the village shop and gar age over many years. I would also like to add that Alan was a staunch supporter of the Parish Council and the community as a whole. He was always willing to give generously of his time for village events and matters generally and helped the Parish Council with public notices and in providing gifts etc. for village events. He will be a great loss to the village, and we wish all the best in the future to his wife Jill, daughter Emma and family.

"I am informed that the funeral arrangements will be family flowers only and anyone wishing to should donate to the Dorset Air Ambulance and the Multiple Sclerosis Society, the charities that his family wish to support. It is intended that the PC will donate to these charities and it is my and my wife's intention to attend the funeral service at Gillingham church both on our own and the Parish Council's behalf. Any other councillors wishing to attend will, I am sure, be welcome. There will be a notice in this week's Blackmore Vale Magazine and the funeral arrangements will be posted on the village website once confirmed.

"Now we can proceed to the Open Forum part of tonight's meeting."

19.25 Open Forum

- A MoP raised concerns about the two planning applications on the Bourton Mill site.
- A MoP raised concerns about the PC using Facebook and the possibility of online abuse and the impact it could have on the Clerk's workload.
- A MoP said she had gone to the Planning meeting held at Sturminster Newton and said the chair of that meeting had been very fair and in summing up had been very clear that the PC should make the decision but with further consultation with the community.
- Trevor Knott gave an update on the Bourton Village Day and said it would be bigger and better than last years. Road signs would be going up to advertise the event in the next two weeks. A request was made for 2 helpers to run the bar.
- A MoP said she was appalled to see the new planning applications 2/2019/0565/FUL and 2/2019/0566/FUL and made the following statement: Plots 27 & 28, Bridge Street. 'As residents of Bridge Street, we are raising concerns as work on plots 27 and 28 and the application for Plot 35 are creating stress to those immediately affected as is the blight of the undeveloped Factory Hill site. In the non-material amendment application re Plots 27 & 28 there were several inaccuracies. The re-siting of the house nearest to the neighbouring building was agreed by the Planning Department without notification being given to the owner of that building. The owner claims this is not in line with Article 10 of the Town and Country Planning (England) Order 2015. He has pointed out several errors in the planning application which may amount to a serious breach of planning law. A request by this neighbour for netting to be erected during building works to protect his property has not been acted on. During preparation of the above site the manhole cover in the drive area of Dovehayes Cottage was broken by one of the contractors who entered the property without permission. When challenged, the cover was replaced. There is still work left to join the foul drain of Dovehayes to the main sewer, initially destroyed during work by C. Field. The residents have been advised that access to Dovehayes drive to complete the work is needed but have not been offered any plans or confirmation of who will be responsible/guarantee the work they do. The 90-year-old owner of Dovehayes Barn, whose boundary is at the rear of the plot, has been under pressure to sell his land to increase the size of the plot. He has been asked twice and has twice refused. He is adamant he will not sell any of land but is very worried that it will be taken. He is taking advice re his boundary – a chain link fence that has been there for many years. There may be an issue re the minimum separation distance of the new property from the boundary to comply with building regulations. Plot 35. A planning application has been submitted but no notification of this has been posted on site. From the application it is clearly on the site that was originally part of the IOWA to be returned to nature and the Parish Council once the development was completed. The main site remains in an appalling condition. General Concerns. We thank Jenny Morgan for working to liaise between residents and the site manager. However, residents' needs have changed as the

work and proposed building on Bridge Street becomes more intrusive and ownership and company management of the land and sites changes. Residents are often approached informally about matters concerning boundaries (and sometimes they are not) – in the street or turning up at a resident's house. We therefore request that a Parish Councillor with Planning and Development experience is appointed to act on our behalf and set up a protocol for formal liaison (by phone or email) between affected residents with their PC representation; the site manager; (the landowner if necessary) and the Planning Department of Dorset Council.'

19.26 Declarations of Interest

None.

19.27 Minutes of the Previous Meeting

The minutes of the May 2019 meeting were agreed as an accurate record and were duly signed by the Chairman.

19.28 Actions Arising from the Minutes. Nil – all included elsewhere within Agenda.

19.29 Report from County Councillors

Councillor David Walsh couldn't attend the meeting but sent the following report:

"I have been attending the three new area Planning Committees ensuring that there is consistency of process so that members of the public and also developers know what to expect. There will be regular Wash Up meetings with all Chairmen whilst everything settles. Last week I was in London giving evidence to the "Building Better" commission. The commission is an independent body that will advise government on how to promote and increase the use of high-quality design for new build homes and neighbourhoods. It will be responsible for developing practical measures that will help ensure new housing developments meet the needs and expectations of communities, making them more likely to be welcomed, rather than resisted, by existing communities. Established by the Communities Secretary Rt Hon James Brokenshire MP, the commission has 3 primary aims:

1. To promote better design and style of homes, villages, towns and high streets, to reflect what communities want, building on the knowledge and tradition of what they know works for their area.
2. To explore how new settlements can be developed with greater community consent.
3. To make the planning system work in support of better design and style, not against it.

Commissioners will aim to prepare and submit a report to the Ministry of Housing by the end of 2019.

I was invited as the representative of the Town and Country Planning Association's "New Communities Group" which I represent Dorset on. The evidence being gathered Nationally reads the same as the problems are being experienced regardless of being in rural or urban locations. What is becoming very obvious is that after initial land charges, build costs and section 106 agreements, re Affordable Housing, Infrastructure, Education, Health, etc. there is very little left to invest in actual building design, consequently developers refer to basic templates not sympathetic to a specific location but more generalised. I will be giving further evidence and an interim report will be written very soon. The final report will be submitted to the Secretary of State by the end of the year for consideration. I will also be lobbying government with the support of North Dorset's MP Simon Hoare to push for the raising of standards in Planning especially with regards to Climate Change and sustainable development, why is not more done to enforce the use of renewables at the build stage and rainwater harvesting".

Councillor Belinda Ridout gave this report: "**Tuesday, 28th May 2019 – First Northern Area Planning Committee** held at The Exchange, Sturminster Newton. A full room with residents from both Bourton and Shaftesbury to hear three contentious planning applications. Two separate outline applications for a village hall with associated residential development for Bourton were approved (9 dwellings): 2/2017/1357/OUT & 2/2019/0077/OUT. An outline application for the development of land north of Enmore Court off New Road Shaftesbury for up to 23 dwellings (2/2018/0696/OUT) was refused, primarily on grounds of the significant impact this development would have on the local character of the area and sustainability.

Friday, 31st May – Introduction to Place Directorate, including Dorset Waste Partnership (DWP), Highways, Planning, Environmental Services, Assets, Libraries, Culture and Tourism). A very informative and useful morning to speak with officers from all 'Place' areas. A conversation with an officer from DWP sparked my idea of organising a briefing for local residents and councillors on recycling and waste disposal because this is an evolving area of Council services and very important with climate change affecting us all. The Stour's and Motcombe parishes have to date indicated they would like me to arrange this for them. **Tuesday, 18th June 2019 – Northern Area Planning Committee** held at The Exchange, Sturminster Newton. No planning application with relevance to the Gillingham Ward. **Parishes.** I attended the AGMs of both West Stour and East Stour, 28th & 30th May respectively, Motcombe on 12th June and Bourton on 24th June. From my initial meetings with all parishes it is very evident that many concerns and issues are the same across the area, including Gillingham town and I hope my knowledge and skills gained as a town councillor can be used to help and support the villages. Importantly, just ask me, if I am unable to help directly, I am sure I can find out or point you in the right direction! **Climate Change Cross Party Panel** I am pleased to announce that I have been selected as a member of the Climate Change Cross Party Panel recently announced at the first Full Council of the new Dorset Council, following the Climate Change Emergency declaration.

I await notification of the first meeting. I shall be holding a **surgery on Thursday evenings at the Town Hall, Gillingham**, between 5-7pm to discuss any issues you may have. It would be advisable to make an appointment by phoning 01747

19.30 New Village Hall

MC gave this report:

1. We received 297 votes in the Calor Gas Rural Community Fund for the project to create a new booking system and website for the Hall. This is unlikely to be sufficient for us to proceed to the next stage of the competition. Thanks to all who managed to negotiate the voting system.
2. At the first meeting of the Northern Area Planning Committee of the new Dorset Council on the 28th May, both applications for outline planning permission for a new village hall and enabling development were approved subject to reaching an S106 agreement within six months. All of the costs of drawing up and negotiating such an agreement between applicant and the Local Planning Authority are borne by the applicant. It remains to be seen whether both parties wish to proceed at risk with such further expenditure. Since the land for the hall and the additional amenity land will transfer to the Parish Council under such an agreement, the Parish Council must be consulted during this process, as laid down in the Neighbourhood Plan.
3. There may also be matters outside the parameters of an S106 agreement which may form an additional covenant between the applicant and the Parish Council. These matters might include amenity land use, management of boundaries and landscaping.
4. The information received by phone from Dorset Council Planning is that they are taking legal advice on how to proceed.
5. It is not felt appropriate by the Hall CIO Trustees to launch any further major fund-raising campaigning until there is greater clarity.

19.31 Planning

19.31.1 - Bourton Mill

JM reported that not much was going on apart from Sean Dandy's own developments. According to the plans there are issues with floor heights with a 1m difference. JM said she had spoken to Sean Dandy regarding the compensation basin and had been informed that 150mm of topsoil is to be placed on the walkway path.

19.31.2 – Planning Application: 2/2019/0565/FUL **Proposal:** Erect garages to Plots 27 & 28. **Location:** Site of Bourton Mill, Factory Hill, Bourton, Dorset. **Comment Deadline:** 5th July 2019. MW said as the Neighbourhood Plan encourages off-road car parking this is a very difficult application to object to. He wished to hear the comments on the application from the two adjoining landowners in Bridge Street before committing to either object or not to this application. He explained that he had not yet had an opportunity to speak to them due to recent personal commitments. The PC should also be aware of the current alleged breach of planning being investigated by Dorset Council that these dwellings have been erected higher than originally consented, so we need to also hear the outcome of this from the enforcement officer before deciding.

It would be odd were we to approve when the LPA may need to take enforcement action. PW said that enforcement action could take several months. IM said he couldn't find any notices on site and therefore we should be able to seek an extension as the notices are part of the planning legislation. AS said the PC need to look very closely at the level of the proposed garages and questioned whether the PC should endorse an application already approved. **Action: Clerk to seek an extension to deadline**

19.31.3 – Planning Application: 2/2019/0566/FUL **Proposal:** Erect 1 No. dwelling and create 2 No. parking spaces. **Location:** Site of Bourton Mill, Factory Hill, Bourton, Dorset. **Comment Deadline:** 6th July 2019. MW read from the following statement: 'Firstly, may I say that this is, in my opinion, a fairly typical example of the way in which this developer has tried, successfully in some cases, to treat planning issues as a bit of a game. Having put up a temporary structure for a sales office, he is now proposing to erect a further single storey dwelling on the site. This despite (1) having not yet paid the S 106 contribution for the new village hall which was due on commencement of development, (2) having sold off two building plots to the site manager, Sean Dandy, (3) having received permission to avoid building 6 affordable houses on site or a £360,000 contribution to build them offsite, as well as not yet having satisfied either the LPA or ourselves on their final flood mitigation and compensation proposals. I am aware that Dorset Council planners are required to consider planning applications on planning issues alone, but, in my view, this community has had enough of the developer's games and should stand firm against any increase in housing until he puts his house in order with the village. In planning terms, it could be argued that this application is an overdevelopment of the site, bearing in mind the fight with the developer and his fight with the planners over the original number of dwellings on the site. Secondly, the position of the proposed dwelling "industrialises" the views of people travelling eastwards along Mill Lane and Kites Nest Lane who will no longer have a long view towards the trees bordering the river and the fields beyond. There is already an increased number of vehicle movements along the narrow Bridge Street and this will be worsened by a further dwelling positioned at the intersection of Bridge Street, Factory Hill, Kite's Nest Lane and Mill Lane. Should there also not be some additional S106 payment for any increase in the number of dwellings on this site? I would propose that the PC object to this application.'

PW said it was important that the PC should focus on the key issue which is the amenity land gifted by the developer to the village: the affordable housing contribution issue has been settled since the developer has been able to prove to Planning officers that any profit from this development will be very limited such that the AH contribution had become

unaffordable. This is no surprise since the site has turned out to be a money pit. PW said that the PC's response should stress that this land has already been offered to the PC as amenity land and that the proposed dwelling would encroach on the re-sited IOWA. AS said the Section 106 Agreement was a clear and legal agreement and suggested more research be made into it. IM said the plans didn't match up to the lay of the land. He said the developer is not helping himself and was making a mockery of the Section 106 agreement and anyone associated with it also becomes tainted by the recent renegeing on elements of the S 106 and still not resolving agreed planning issues such as the flood basin and its landscaping.

MW proposed that BPC object to the application. Seconded by MM; All councillors present agreed.

19.31.4 – Planning Application: 2/2018/0952/FUL **Appeal by:** Mr Neil Demmar. An appeal has been made to the Secretary of State in respect of the Council's refusal of permission. **Location:** East View Farm, New Road, Bourton, Dorset, SP8 5BQ. **Comment Deadline:** 5th July 2019. MM said the original PC objections will be forwarded to the Planning Inspectorate.

19.31.5 – Enforcement: ENF/2019/0094 **Nature of Enquiry:** Alleged unauthorised use of land for dumping of building waste. **Location:** Land near Chaffey Moor House, Chaffey Moor Hill to Chaffey Moor House – access road, Bourton, Dorset, SP8 5BY. MW said he couldn't locate the land. PW thought it might be on the piece of land used by P Cowell. IC said he would try and locate it.

19.31.6 – Enforcement: ENF/2019/0093 **Nature of Enquiry:** Alleged that buildings on plots 27-28 are higher than approved on planning application 2/2016/0610/REM. **Location:** Site of Bourton Mill, Factory Hill, Dorset.

19.32 FINANCE

19.32.1 Changes to Clerks hours and salary

IM gave the following report: Every Town and Parish Council in England and Wales has a legal duty to employ an individual(s) to perform the role of Monitoring Officer and Finance Officer. In larger Town Councils this is supported by additional staff who perform roles such as clerk, communications officer and administration officer. In smaller parish councils all of these roles are performed by the sole employee, the clerk. Pay scales for clerks (hourly rates) are nationally reviewed on an annual basis by the National Association of Local Councils (NALC).

Current Position

For Bourton Parish Council the Clerk is contracted for 10 hours per week on the current NALC spinal point for 2018/19 at an hourly rate of £11.643p, in excess of £6054 per year, as per the minutes of the May 2019 AGM.

The Clerk has been keeping records of her hours and is currently exceeding the hours on a regular basis. Some of this is due to additional demands as district and county councils changed working practices, but also local demand such as managing additional correspondence and increased planning applications. There is also a need for the parish council to look at ways of improving working practices and reducing workload to the Clerk. For example, the verbatim recording of meetings and in turn the hours taken to reproduce the record which legally requires only to reflect discussions, but crucially record any agreed proposals, decisions and actions.

Future Position

The Clerk role is likely to continue to be busy with undoubted greater expectations locally by residents and potential increased devolvement of some functions from the newly formed Dorset Council. The parish council has a duty to review the hourly rate of pay for the Clerk and a duty of care to ensure the demand upon the Clerk can be met by improved processes and sufficient hours to perform the role efficiently and effectively.

Proposal

1. The parish council agree to increase the weekly hours of the Clerk from 10 to 12 hours.
2. The parish council agree to increase the hourly rate of pay in accordance with the NALC 2019/20 recommended pay scales. To the next NALC spinal point of £12.40 per hour at an annual cost of £7144.70
3. The parish councillors and Clerk work towards reducing administrative burden upon the council whilst meeting the legal obligations all parish councils have.
4. The Clerk continues to maintain a monthly record of her hours and duties.

The Vice Chairman to review the efficiency and effectiveness of these increased hours and report back to the parish council at its December 2019 meeting.

Proposed by IM, Seconded by IC, Agreed by all councillors present.

19.32.2 Accounts to be paid

E Wynn	May Wages; salary increase; back pay; expenses	£888.53
Elite Playground	Annual Playground Inspection	£90.00
PM Cowell	June invoices	£396.00
Zurich Insurance	Local Council Insurance renewal (3-year term, year 2)	£1091.41
Up in Smoke Theatre Co.	Purchase of PA system	£203.33

Proposed by PW, Seconded by , Agreed by all councillors present

PW raised the subject of versatility of new PA system since, with having only two channels, system utility is currently limited. He volunteered to discuss situation with Up-in-Smoke to assess options for expanding number of channels to enable more effective use of PA system with an increased number of microphones.

19.32.3 – Accounts received – none.

19.32.4 – Grants and Donations – none received.

MW proposed a donation of £100 each to Dorset Air Ambulance and The Multiple Sclerosis Society. MM said even though she supported this she was concerned about setting a precedent for the future and didn't want the PC to appear to be partisan to some residents but not others. IM suggested that a paragraph specifying the criteria be included within the Grants and Donations policy. **Action: IM and Clerk to update policy.**

19.32.5 – Submission of AGAR forms and accounts to PKF Littlejohn

The Clerk explained the forms were ready to send to the external auditor. AS confirmed receipt of the 2018/19 Accounts but explained that he wasn't clear on the Fixed Assets report that forms part of the accounts – understands that an asset can be passed on but what about fixed assets? PW said there could be a cause for removing some from the list and agreed to forward copy of assets spreadsheet to AS for his perusal. IC suggested getting rid of the bus shelter beside the school as it was never used.

19.33 Wildlife and Habitats

BS gave the following report: Sadly, our volunteers have been unable to continue with FP11 because we are still waiting for the promised delivery of nonslip panels. We are chasing Graham Stanley from Dorset Countryside. Bee orchids and Pyramidal orchids have reappeared on the protected verge, but more support is needed from the contractor to ensure the safety sightlines are maintained throughout the growing season. The edges not only need to be cut but the resulting cuttings removed. The amenity areas in New Close detailed on house holders' deeds. We all need clarification on the status of all these amenity areas, not only due to the recent tree felling on one of these areas but also because some residents are very interested to improve one area for wildlife and have sought our advice. Would a council member be willing to investigate and advise? The bank and verge will need its annual cut and grass removal between the middle and end of July. As one of the suggested improvements to the R Stour bank environment advised by the Wild Trout Trust, we had a meeting with Simon Firbank, owner of the field opposite Bridge St. Simon agreed to pay for a stock proof fence 5 m from the centre of the river. This would provide protection for the riverbank from encroaching farm animals. He would also pay for a drinking water trough. The Wildlife and Habitat Group have volunteered to do the installation work.

19.34 DAPTC (Dorset Association of Parish and Town Councils AGM 9th November 2019

AS said he would attend this meeting.

19.35 Highways

IC said he had spoken to the contractor who had been strimming the verges by the Ash Green development. The contractor said he didn't clear the small grass area by the road as it's on the side of the highway and therefore not the responsibility of the developer. MW asked if the PC should ask P Cowell to do these extras, but IM said clarification was needed on whose land it is. MM asked that clarification of ownership is also needed on the strip of land at Mill Lane. MC said that one part of Mill Rise is planted with shrubs and had looked nice in the past; he said it would be a great shame to just now get it strimmed right back and that residents should be given the opportunity to decide what happens with the land. AG asked that councillors send him details of the pieces of land so that he could then carry out a Land Registry search. IC raised the issue of the hedge adjacent to the playing field and West Bourton Road, but this issue had already been dealt with in a previous meeting.

19.36 Footpaths

IC said that in his new role as the Footpath Liaison person he had started to walk the rights of way in and around the village and had so far found a broken kissing gate; barbed wire over a stile and a broken field gate. IM suggested that these issues be reported via www.dorsetforyou.gov.uk but also directly to Graham Stanley as he would know the landowners. BR suggested that IC contact Sheila Messer in Gillingham and BR will supply IC with her contact details.

19.37 Community Safety

Nothing to report.

19.38 Memorial Trees

MM reported that details of the proposed scheme will be placed in the parish magazine. MM and AG are looking at the possibility of crowd funding and a buy-a-tree scheme. MW asked if the original plan of placing the Silent Soldiers was still going ahead but the plan so far was that they would be placed within the new trees along the highway and the copse would be a place of peace and reconciliation.

19.39 Use of Facebook by the PC as a communication tool

MC reported that he had asked for people's thoughts regarding the PC tagging onto the existing Bourton Facebook page or creating its own. The responses had gone in every direction and it was clear that the PC could do more to

involve the community. MC had looked at other exemplars of PC Facebook pages and had received feedback from other Bourton Parish councillors. MC proposed that a link be posted on the existing Facebook page that would point to agendas and minutes; to nominate a couple of councillors to further investigate the use of other social medias; that the link will state that no correspondence will be entered into on Facebook.

Proposer: MC; Seconder: PW; All councillors present agreed.

19.40 Correspondence

None received.

19.41 Any Other Business

PW asked that the refurbishment of the noticeboards be an agenda item for the next meeting. PW had sent a powerpoint to all councillors regarding the fingerposts and that he would make contact with the AONB to discuss how they refurbished their fingerposts.

PW suggested that he remove the Silent Soldiers on 28th June (100th anniversary of signing of Treaty of Versailles). IC suggested the one by the cemetery be kept in place as a speed deterrent but it was agreed that the SID was already in place to do that. MM said they should be taken down due to fragility but then bring them out again for Remembrance Day. Agreed to put this on the agenda for the next meeting.

Councillors to send suggestions of nominations for this year's recipient of the salver and IM suggested that the nominations be emailed to the chairman with the final decision being made at the Bourton Village Day.

Training for all councillors to be put as an item on the next agenda.

The next Parish Council meeting will be held on Monday 22nd July at 7.00 pm

MW closed the meeting at 8.49 pm

Chairman:

Date: 24th June 2019

Note: The minutes will be reviewed and formally ratified by the BPC on 22nd July 2019