

DRAFT MINUTES OF A MEETING OF BOURTON PARISH COUNCIL HELD VIA ZOOM AT 7.00PM ON MONDAY, 27TH APRIL 2020

PRESENT: Bourton Parish Councillors: Andrew Cattaway (Chairman), Peter Williams (Vice Chairman), Kevan Barton, Ian Cooper, Paul Curry, Simon Firbank, Fran Gillett, Roger Moores, Andrew Sturt.
Dorset Councillors:
Parish Clerk: Eve Wynn

APOLOGIES: None.

ATTENDING: 11 members of the public.

19.166 Introduction

The Clerk asked that PW record the audio of the meeting. The Vice Chairman welcomed everyone to the meeting. Chairman said that he and the Clerk were confident that certain decisions such as financial and end of year can legitimately be delayed until lockdown is lifted. Chairman went through the procedures of the meeting and asked if the Clerk had a list of all questions submitted. EW confirmed that all questions had been forwarded to the councillors and were all connected to planning issues. AS said his wife was on the list to speak under Open Forum (NB this was not received by the clerk prior to the meeting) but AC explained that there wasn't an Open Forum section on the agenda but if her question is covered by any of the later agenda items then that would be fine.

19.167 Declarations of Interest

None.

19.168 REPORTS FROM DORSET COUNCILLORS

BR had submitted this report prior to the meeting: *"It seems very long ago since I last reported and really do hope this finds everyone well and safe. There have been many press releases and updates coming out every day from Dorset Council and therefore I do not wish to duplicate. As members we listen to a weekly one-hour 'webinar', every Thursday afternoon, when Portfolio holders give the latest position within their portfolio, particularly public health, children's services, finance, waste, and highways. I set out below a few updates recently announced as of Friday, 24th April:*

COVID-19 confirmed cases - The number of confirmed cases in the Dorset Council are now stands at 291, an increase of 4 on the previous day's figure. The number of confirmed cases in the Bournemouth, Christchurch and Poole area has also increased by 4 to 389.

Business Grants - Dorset Council have paid 4,743 grants to local businesses, with payment totalling 56.97million. Of the claims received to date, 64% of these have now been paid.

Unnecessary journeys - LA's have noticed a worrying trend of some people attempting to bend or break lockdown rules as the pandemic continues. Dorset Police and Dorset Highways have recently reported more cars on the road. Dorset Council employees are only making the journey to work if essential, wherever possible employees who can work from home do so. Dorset Police are actively deterring visitors to Dorset.

Dorset Finance - Dorset Council is facing financial challenges as a result of the current pandemic and there have been stories circulating within the press. When Dorset Council's budget was set in February this year, a balanced budget 304m was approved by councillors. Little did we know about the size and scale of the COVID-19 pandemic to come. Since March, Dorset Council has been responding to the COVID-19 pandemic as a category 1 responder under Civil Contingencies Act responsibilities, supporting Dorset's people and businesses through this crisis. The decision for form a unitary council in 2019 was a good move in respect of managing the pandemic. There is an official Finance news release on the Dorset Newsroom.

Virtual Meetings

I am pleased to say that virtual meetings are happening from next month. **Cabinet** will hold its first virtual meeting on 5th May. The **Northern Area Planning Committee Live Event** will take place on 14th May 2020. We are having a practise session the week before, so fingers crossed! Resident's letters of support/complaint will be read out by our legal member, so I am to understand, in order to make everything as transparent as possible. It will be interesting. **The Climate and Ecological Emergency Executive Advisory Panel (EAP) and Dorset Local Plan EAP**, both reporting to Cabinet, are the only EAP's to continue during this time. Panel members are currently commenting on two particular draft documents: The Forward Plan for the CC EAP and Vision and Strategic Priorities for the Local Plan. Virtual meetings are to be announced for May.

Household Recycling Centres will not re-open during the current lockdown unless the government reclassifies travel to HRC's as essential travel. Kerbside garden waste collection resumed on Monday, 27th April.

COVID-19 Testing - at present there are limited testing facilities within hospitals. Dorset CCG collates all tests that have been done in local labs connected with our hospitals. As of Tuesday, 21 April, 586 positive cases have been identified from a total of 2,816 tests carried out in the Dorset system. This does not include tests carried out by Public Health England as part of their work responding to outbreaks, so the total for the Dorset system will be closer to 3,200. On Wed 22nd April it was announced that a new mass testing site for Dorset will be based at Creekmoor Park and Ride site, aiming to go live by April 29th. A mobile testing facility is being implemented shortly for Dorset; this will help cover west Dorset. This should increase access to testing for key works from a whole range of roles not just health.

PPE is available for care providers through their normal supply channels in order to provide the appropriate equipment to care workers. For the purpose of the current crises the council has developed a PPE Hub to manage the stock controls and logistics for the Dorset Council footprint. The council has established an approach which aims to ensure that it maintains adequate stock of PPE to provide support to providers when their own stock levels drop below 2 days' predicted usage. Suppliers continue to place their own orders as per national guidance.

The Dorset Council website is an invaluable tool for finding out the latest information and about essential services affecting the public. For those residents not online, who have important questions or concerns, please first get in touch with your local parish, or contact me on 07496413114.

All agenda and minutes can be found on the Dorset Council website: <https://www.dorsetcouncil.gov.uk>

PW highlighted that the northern area Planning Committees are resuming activities with the first virtual planning meeting taking place on 14th May.

19.169 COVID-19

19.169.1 – BPC Continuity Plan

This has been drafted by the Clerk and circulated to all councillors. Chairman asked all councillors to submit comments and suggestions by the 30th April.

19.169.2 – Bourton Community Support Group

AS had already submitted this report to councillors on 7th April:

1. Numbers of "clients" registered to date for shopping and prescriptions is in the mid- 50's
2. Received advice assistance from DCA and the Dorset Council Coronavirus team
3. The majority of the volunteers are CRB certified and are able to assist with vulnerable and young people with appropriate safeguards
4. A dedicated website has been produced by a resident who works for Google this contains links to helpful source of information has been added to the website
5. Group advised that forming a CIC will assist in accessing the Dorset Coronavirus Community Fund
6. The CIC will be the "umbrella" for all support activities. There are strict Government regulations and auditing requirements for CIC's
7. Contact made with Dorset Coronavirus Community Fund.
8. To date all costs have been met by the volunteers out of their own pockets
9. A Sturt proposed to provide link to BPC and act as a facilitator where appropriate
10. Twice-weekly collections from Waitrose and Morrisons for top up groceries
11. Arrangements have been made with pharmacies at Silton, Gillingham (2), Mere and Wincanton
12. Link established with the Parish of Upper Stour
13. Links established with neighbouring support teams.
14. Assisted in a difficult situation when the wife of an elderly vulnerable suffering from dementia person was taken to hospital, he was left entirely on his own, volunteers sought as needs for 36 hours, including the cooking and delivery of meals and arranging with social services for a live in carer.
15. No two days are the same and there is now an increasing level of contact from residents seeking assistance and requiring access to advice.
16. Rotas have been set up for the volunteers to respond to telephone enquiries".

Chairman asked if there were further updates on the numbers of clients since the date of 7th April but AS was not able to supply them at the meeting.

Chairman said he had received concerns about lone individuals requiring support who may have slipped through the net; AS explained that the newsletter within the parish magazine had gone to every house in the village and this was a way of reaching everyone. Chairman requested that the Minutes should point out that everyone in the village should keep an eye on their neighbours, in case there are residents in need of assistance who have yet to make themselves known to the Support Group. At this point of the meeting a MoP (VS) pointedly asked the Clerk why, in her report for the parish magazine, she had not included any details of the BCSG. The Clerk explained that, in an email dated 13th April from the editor of the magazine (Celia Cotton), she had been specifically asked not to include details of the group as the editor was going to do separate reports on the various community groups.

NB. Mrs Celia Cotton (editor of the parish magazine) does not edit any of the reports submitted by the Clerk.

19.170 SAFEGUARDING

AS reported that he was liaising with the support group on a daily basis. He has been able to point the group into various directions for third party information, including Dorset Council.

19.171 ACTIONS ARISING FROM THE FEBRUARY MINUTES

- Issues with mud on Forge Lane and Factory Hill. **Action:** FG to chase this up with Dorset Highways. This has been delayed due to Covid-19, but Clerk will arrange a Zoom meeting with Roger Bell and FG.
- Safety concerns regarding the exit from the highway at Brickyard Lane onto West Bourton Road and this was reiterated by several other MoPs present. **Action:** FG was to have further preliminary discussions with Dorset Highways in relation to reducing the speed limit through the village. As above re Covid-19
- Play area fence. **ACTION:** Clerk to send quotes to councillors. **Action:** KB to install utility fencing. Done by KB and PC.

19.172 PLANNING

19.172.1 Applications Received

- **2/2020/0328/HOUSE - East View Farm.** Alterations and conversion of outbuildings to form ancillary accommodation and erection of garage. PW explained that due to deadline being prior to BPC meeting, comment has already been submitted based on decision of planning sub-group. Summary of response: *'Bourton PC supports approval of planning application 2/2020/0328/HOUSE on the understanding that it supersedes 2/2018/0952/FUL'*.
- **2/2020/0311/FUL - Conversion of Former Stables at Farcombe Hall.** PW's recommended comment for consideration by BPC: *'Support, subject to condition that there can be no question of the converted buildings being used for anything other than holiday/ ancillary accommodation, ie. ownership cannot be separated from that of Farcombe Hall.'* Comment approved by all councillors.
- **2/2020/0289/FUL - Petrol Station (Forge Garage),** Demolish existing WC block and build extension to shop for storage and additional retail area. Approved.
- **2/2020/0033/FUL - Land North of Old Pound Court, Bourton.** BPC's objection posted on Dorset website along with the other 49 objections, which represents a terrific response from the local community to this unwarranted application. We have yet to receive any indication as to when this application is to be considered by Dorset Planning Committee.
- **2/2020/0149/HOUSE – Holly Cottage.** Proposed outbuilding conversion to ancillary accommodation. PW explained that modifications are purely internal – hence he was surprised that this was not being addressed via Building Regulations, as opposed to Planning Application.
- **2/2019/0939/FUL – Erect Visitors Centre (etc) – Land West of Brixkeys.** Application dates back to last summer. Bourton PC's objection submitted August 2019. Dorset Council have yet to advise when this application is to be considered by Planning Committee.
Discussion ensued about the additional four dwellings being proposed for Bourton Mill (2/2019/1529/FUL). AS voiced his opinion that BPC should be banging the drum more about the soil heap. PW reminded him that, within BPC's support for this increase (within same Mill development footprint) was the comment, *'...Bourton PC requests that Planning officers should insist on proper remediation of the large on-site spoil heap, known to contain various contaminants, prior to any further construction activity. This is to ensure public safety, especially that of residents in nearby properties and of Bourton Mill construction workers'*.
- **2/2020/0506/FUL – Erect No.1 Dwelling & Garage.** PW advised that a fresh application for a dwelling had been lodged on parcel of land owned by Mr & Mrs Freeman. This will need to be studied in detail. **ACTION:** Clerk to request extension to deadline for comment (currently 21st May 2020).

19.172.2 Bourton Mill

Chairman had spoken to Head of Planning DC who had confirmed that recent programme of testing has been completed and results expected very soon. Further testing of compensation basin and gardens imminent and results expected within '2 weeks'. All further actions on the old Mill site are subject to final outcome of testing

which is still in progress. Contractor has reported to Chairman that there is some dispute between environmental consultants involved with the Mill Site as to the safe limits for the White Asbestos which is present on site albeit in very small quantities, namely, 0.004%. This is due to be addressed by Dorset Council as soon as is practicable.

AS welcomed news of testing. He expressed concern that spoil heap contains contaminated material from site mixed with clean soil from river channel.

MoP (LS) had submitted these questions prior to the meeting – of those which remained unanswered:

- 1) What has become of the application to build dwelling on site of marketing suite/ site office? PW's response: this application was refused early this year; BPC was notified on 31 Jan 2020. Refusal was based on grounds that proposed dwelling would be on land designated as IOWA within Local Plan – also site would have encroached on Mill site's Compensation Basin.
- 2) Is C Field still developing this or has another company or individual taken over the development? There are still signs up for C Field. Following discussion, Chairman requested Clerk to write to Clublight and C.Field to seek clarification on ownership and responsibility for development of site. ACTION: AS requested by Chairman to draft letters and circulate them for comment to all councillors prior to forwarding them to Clerk.
- 3) Would it be possible for the marketing suite to be moved onto the main site? Chairman suggested that this should be part of AS's letters to developer/ contractor. Additional question to be status of Compensation Basin.

MoP (BS) raised issues relating to Compensation Basin. IOWA's excavation appears to have been negated by spreading of material from site, such that once it is covered with top soil its increased elevation may mean that it will not longer be effective in terms of flood mitigation. Chairman stressed that the subject of compensation basin material will be subject to be covered by review meeting.

MoP (KH). Damage to drain on east side of Factory Hill means that there is continuous flow, which needs to be resolved. Similar damage to drain at bottom of Kites Nest Lane. Reported to Dorset Council in Dec 2019 but nil response. ACTION: FG to report to Dorset Council in order to reinforce need for action.

MoP (SA). Stressed that although White Asbestos is the least dangerous of all types of asbestos, it is still hazardous to health. Chairman assured MoP that consideration of this was to be included in assessment of test results and subsequent determination of way-forward.

IC raised the issue of new field entrance part-way up Kites Nest Lane. FG said that Roger Bell was aware and had not raised any concerns. PW stated that this new field entrance was very scruffy and had the potential to dump excessive amounts of mud onto Kites Nest Lane which would find its way down to Bridge Street/ Factory Hill. He felt that Roger Bell should insist on some form of mud-trap to mitigate predicted problems. ACTION: Chairman to raise this point with Roger Bell when he next visits Bourton.

AS advised that Martyn Westwell (MW) was willing to lay topsoil on Compensation Basin and spread grass seed across the area. Contractual obligations rest with Clublight to complete this work, so MW's offer should be placed on hold for now. Chairman supported proposal that there should be a working group formed to determine ultimate layout of this area – suggestion was that MW might head this working group; this to be an agenda item for the May BPC meeting.

19.172.3 Land to south of Millers Close.

Approach made to Bourton PC by Hunni Hindley-Maggs who owns the land adjacent to the Social Housing on Millers Close beyond Breech Close. She is looking to sell this land and wondered if Bourton Parish or Dorset Council may be interested. Following discussion it was agreed that she should be encouraged, albeit BPC not to act as developer. ACTION: PW to draft letter from PC to Ms Hindley-Maggs with suggestion that this should be put in hands of development professionals – possible preliminary activity to be engagement with Gillingham Community Land Trust (Chair: Barry von Clements).

19.172.4 Dorset Planning Committee Meetings – way forward. Dorset Council's Northern Area Planning Committee due to hold virtual meeting on 14th May. (*Afternote: Agenda for 14th May meeting has now been published – nil planning applications applicable to Bourton are due to be considered*).

19.172.5 Village Hall Update - Statement to Bourton PC from The Trustees of Bourton Village Hall.

PC briefed councillors as follows: *'The Covid-19 pandemic has affected our lives in so many ways and will have a serious adverse effect on the landscape surrounding the funding of grants for charitable projects, such as our*

new village hall. Funds will now have to be spread more thinly and focused on the highest priority projects. We have to consider that as we do have a hall, our call is perhaps not the most urgent.

It is impossible to know, too, how the public's attitude towards large social gatherings will change as we move into a 'new normal' world of social separation, nor can we be clear about the impact on the financial viability of community halls. Given also the reluctance of both developers of the two potential new village hall sites to move forward with S106 negotiations with Dorset Council, the Trustees of Bourton Village Hall have begun to explore the potential for refurbishing the present village hall, using funds already available.

We have asked for outline quotes for a new heating/air conditioning system, a complete refurbishment of the hall's interior, with modern lighting, audio visual and digital connectivity and, of course, much improved insulation. We are also looking into improving the entrance, kitchen, and toilet facilities. We have tested the roofing material and found it to be safe to be left in situ. We are looking into the safe installation of PV solar panels on the flat part of the roof. All these improvements should maximise the attractiveness of our hall into the medium term and we expect them to deliver increased footfall/activity to ensure its viability, as we move into a very uncertain future. We believe these are the actions required of a responsible board of Trustees. These are actions supported by all Trustees and I would ask the Parish Council to support our continuing exploration of this option.'

Chairman suggested that refurbishment should be kept as third option, in parallel with the other two options for new hall on the identified sites. PW stressed that this should not be regarded as an 'either/or' situation, since the present hall is in such poor condition that it is off-putting to potential hirers, hence bookings were declining even before COVID-19. Also, its lack of insulation means that it is contributing nothing to Dorset's climate emergency. For these reasons, VH Trustees are working on the assumption that something must be done and quickly. Members will be kept informed as planning progresses. Councillors confirmed that they supported the line being taken by VH Trustees. AS said that this was a pragmatic approach.

19.173 FINANCE

19.173.1 – March Accounts Already Paid (post lockdown):

Mrs Eve Wynn (Clerk)	March wages	At agreed rate
DAPTC	Outstanding Invoice	£308.28
Clifford T Shean	Electric supply to defibrillator	£46.20
Gary Phillips	Noticeboard Refurbs	£485.00
St Georges School	Grass Maintenance around play equipment	£373.50
Mrs Eve Wynn	Reimbursement for purchase of 2 x padlocks; 1 x laminator	£44.89

19.173.2 – April Accounts to be Paid:

Mrs E Wynn	April Wages	At agreed rate (SO)
PM Cowell	March Invoices	£396.00 (BACS)
HMRC	PAYE on Clerk's wages	£ 387.00 (BACS)
Bourton Village Hall	Use of village hall 2019/2020	£ TBC at next mtg

All payments approved. NB. Payment approvals will need to be ratified once BPC is able to resume holding physical meetings.

19.173.3– Accounts Received: None.

19.173.4 – Grant Applications Received: St George's Church Local Church Council (LCC): £400.00. AS said the church was facing financial difficulties due to COVID-19 and was liable to have lost revenue of around £1600; he suggested that the PC could help. PW said that whilst supportive of the £400 grant for churchyard maintenance, he questioned whether it was appropriate for St George's LCC to approach the PC for funding to help pay the Share, which is the church's main outgoing. It would be better for the Diocese to be warned by LCC/ Upper Stour PCC that there was likely to be a shortfall in terms of Share payment so that the former can make appropriate arrangements. Chairman said that item can be on the agenda for the May meeting.

19.173.5 – AGAR (Annual Governance Accountability Return). Due to COVID-19, submissions for year-end has been delayed but the external auditor had asked that where possible accounts should be submitted as soon as possible.

19.174 WILDLIFE AND HABITATS

BS submitted this report: *"Our Wildlife and Habitats group has not been very active this month due to the coronavirus outbreak, but some tasks are continuing, bearing in mind the need for distancing and limiting the time for outdoor exercising. Our volunteers have managed to keep the bird feeders topped up along the main*

road woodland edge and at Forty Pond while also keeping the village “gates” well managed. Native shrubs, trees, bulbs, and wildflowers are helping to make a good display at these gates upon entering the village. Inspection of our Barn Owl boxes during the last couple of months has shown that two of our boxes now need replacing so we will be investigating purchasing versions with a longer life span.

The water levels in Forty Pond fluctuate seasonally but there has been a definite increase in various water plants since our restoration work.

Public Footpaths We would like to remind walkers that any regularly touched surfaces such as stiles and gates should only be touched with a gloved hand. Both gloves and hands should be washed as soon as one arrives home”

Chairman thanked BS and members of the Wildlife Group for all that they do to help keep Bourton and surrounding countryside looking so attractive.

19.175 DOG POO BINS

The Clerk said that reports had come in from residents about concerns with the over-flowing bins throughout the village and the increase in dog fouling. The Clerk said she had contacted DWP (Dorset Waste Partnership) and two days later all the bins were emptied. The Clerk thanked Mike Chapman for his help in producing the signs that the Clerk had installed on all the bins. Discussion followed concerning the failure of some dog owners to ‘pick-up’ (dog mess) which was causing problems, especially on Brickyard Lane. If members of the public want to report dog fouling they should use this link: <https://www.dorsetcouncil.gov.uk/environmental-health/dog-warden-service.aspx#fouling>

19.176 FINGERPOSTS

Further works delayed due to Covid-19. Tinkers Lane Roundel has been refurbished.

19.177 HIGHWAYS

FG confirmed that the meeting arranged pre-Covid-19 had been cancelled. FG reported that the bridge at the end of Millers Close had been replaced and the fencing that was broken beside the small stream had also been repaired.

19.178 FOOTPATHS AND RIGHTS OF WAY

IC gave a brief report. PC asked if the redefining works on the pavements can be finished as there were parts that had not been done. ACTION: Chairman to contact P. Cowell to clarify.

19.179 SCHOOL PLAY AREA FENCE

SF reported that two quotes had been received and the choice of fencing would affect the pricing of both. It was agreed that SF supply both contractors with a set specification for the fence requirements. ACTION: SF to report back with new quotes for chain link fence at the next meeting. FG asked that the minutes record that the PC is not responsible for the hedge and would not be taking on its future maintenance. However, the PC feel that it is right and proper to arrange and pay for the new fencing as it is about the children using the play equipment (PC owned) rather than the school children. ACTION: FG to draft letter to Dorset Council regarding the poor state of the hedge.

19.180 COMMUNITY SAFETY

PC reported that all Speedwatch activities had been suspended until after lockdown restrictions are over but that the average speed of drivers passing through the village has increased. PW reported that SIDs are remaining in operation.

19.181 CORRESPONDENCE

None received.

19.182 ITEMS TO BE INCLUDED ON THE MAY AGENDA

Addressing the Chairman, AS asked if the Clerk could produce the minutes in a more timely manner in future, so that they are published for members of the council and the public, requesting a time limit of no more than two weeks. Chairman explained that at present the Clerk was under pressure due to recent COVID-19 events including the facts that she has a full-time job and is currently home-schooling two children. The Clerk informed those present that she had completed her contracted hours already that week. AS suggested that the PC, as it has done in the past, pay the Clerk overtime. IC said this had been done last year. Chairman said he was not willing to put a time limit on the submission of the minutes but asked the Clerk to produce details of past overtime payments for discussion at the May meeting.

No other items were suggested for inclusion in the May agenda.

The next Parish Council Meeting will be held on Monday 25th May 2020 at 7.00 pm.

Chairman closed the meeting at 9.22 pm

Chairman:

Date: TBC

Note: The minutes will be reviewed and formally ratified by the BPC at the next live meeting.

Annual Meetings for 2020

Due to Covid-19, there is no longer a requirement to hold an **Annual Meeting of Council** until next year. There is also no longer a need to convene the **Annual Parish Meeting** (aka Annual Meeting of Electors). This is not a statutory function of council, although it is normally administered by the Clerk on behalf of the Chair/Mayor or other dignitary.

DRAFT