MINUTES OF THE ANNUAL MEETING OF BOURTON PARISH COUNCIL
HELD IN THE VILLAGE HALL AT 7.00 P.M. ON MONDAY, 28TH MAY 2012

PRESENT: S Firbank, D Lawes, G Miller, P Williams, C Price, M Withers
APOLOGIES: A Miller, H Baker
ATTENDING: H Ransley (The Clerk), 2 members of the public

12.51 ELECTION OF CHAIRMAN AND ACCEPTANCE OF OFFICE
Simon Firbank was proposed by Peter Williams and seconded by Cathy Price. There being no other proposal Simon Firbank was declared elected. He signed a Declaration of Acceptance of Office and took the Chair.

12.52 ELECTION OF VICE CHAIRMAN AND OTHER OFFICERS AND REPRESENTATIVES

<table>
<thead>
<tr>
<th>Position or Responsibility</th>
<th>Elected</th>
<th>Proposed by</th>
<th>Seconded by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice Chairman</td>
<td>Mike Withers</td>
<td>PW</td>
<td>GM</td>
</tr>
<tr>
<td>Planning Committee (4)</td>
<td>Danny Lawes, Cathy Price, Mike Withers, Bob Taylor</td>
<td>GM</td>
<td>PW</td>
</tr>
<tr>
<td>Footpaths Liaison Officer</td>
<td>Danny Lawes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DAPTC North Area Committee 2</td>
<td>Simon Firbank, Danny Lawes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Village Hall Management Committee</td>
<td>Alan Miller</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bourton &amp; Silton Charity</td>
<td>Danny Lawes</td>
<td></td>
<td></td>
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</tbody>
</table>

12.53 FINANCIAL MATTERS
12.53.1 Review of the Clerk’s Salary including PAYE obligations.
It was agreed that there was no need to change anything at this time.

12.53.2 Review of Direct Debits.
Proposed by PW and seconded by MW it was resolved to maintain the following Direct Debits.

<table>
<thead>
<tr>
<th>Payee</th>
<th>Purpose</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>LloydsTSB</td>
<td>Custody Fee, Village Hall Lease &amp; Trust Document</td>
<td>£15.00 pa</td>
</tr>
<tr>
<td>Heather Ransley</td>
<td>Clerk’s salary and use of home as office</td>
<td>£212.71 pcm</td>
</tr>
</tbody>
</table>

12.53.3 Payment of the Internal Auditor.
TAB Services will continue as the Internal Auditor. Invoice not yet presented.

12.53.4 Review of signatories
Lloyds Bank Account – current signatories Simon Firbank, Danny Lawes and Helen Baker.
Proposed by PW and seconded by CP it was resolved to add Mike Withers as a signatory.
HR to action.

12.53.5 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 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 and TAB Services are completely independent of the Parish Council.

*Proposed by CP and seconded by PW it was resolved to offer an annual honorarium of £50 to Brian Martin for his services for the quarterly audit.*

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

12.54 REVIEW OF DOCUMENTS

12.54.1 Standing Orders and Financial Regulations

Further to the Localism Act 2011, new rules relating to the code of conduct & register of interests will apply from 1st July 2012. North Dorset Standards Committee is due to finalise the wording of the new model shortly. DAPTC have advised that all councils across the district should adopt the same wording.

The Council reviewed the current S.O.F.R. which were adopted on the 23rd September 2002 and amended in September 2007 and agreed that there is no need at this time to update them.

*Proposed by CP and seconded by MW it was resolved to continue with the current SOFR for now and to adopt the District model when it becomes available.*

12.54.2 The Publication Scheme

The Publication Scheme was updated and approved at the Parish Council meeting of 26th March 2012 (12.35). It was agreed to add the Village Design Statement to this document.

*Proposed by MW and seconded by PW it was resolved to adopt The Publication Scheme with the addition of the VDS.*

12.54.3 The Asset Register

The Clerk had compared the Asset Register with the list of insured items on the AON Insurance policy and identified some discrepancies. HR and HB to verify the list of playground equipment. HR to identify the "Hags Stone" listed in the AON Insurance policy. HR to update Asset Register and Insurance Policy as necessary.

*Proposed by MW and seconded by CP it was resolved to review the updated Asset Register at the next meeting.*

12.54.4 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

12.55 RISK ASSESSMENT.


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

12.55.2 Review of the Insurance Policy

This is subject to the review of the Asset Register as noted above.  
*Proposed by PW and seconded by CP it was resolved to review the Insurance Policy following update of the Asset Register at the next meeting.*
12.5.5.3 Playground Inspections.

The Council reviewed its procedures, which consist of an annual RoSPA Inspection together with recorded monthly inspections to be carried out by Helen Baker. The Council agreed there was no need to update procedures at this time.

There being no other business the Chairman closed the meeting.

Chairman: ........................................ Date: ..........................
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HELD IN THE VILLAGE HALL FOLLOWING THE ANNUAL MEETING
ON MONDAY, 28TH MAY 2012

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APOLOGIES: A Miller, H Baker
ATTENDING: H Ransley (The Clerk), 2 members of the public

12.56 OPEN FORUM.
Les Jones said smoke from local bonfires is blowing across into his neighbours homes and asked whether there were any regulations about when they could be lit. SF suggested Les should try to resolve it by speaking to them about it initially. The problem could be followed up with Environmental Services if need be. HR to put a note about awareness of the effect of bonfires on neighbours in the Parish Magazine.

12.57 DECLARATIONS OF INTEREST.
Simon Firbank and Cathy Price declared a personal interest in Bourton Mill (neighbour).
Peter Williams declared a personal interest in the Silton Wind Turbines (SOS committee).
Mike Withers declared a personal interest in the New Village Hall development.

12.58 MINUTES OF THE PREVIOUS MEETING.
It was noted that Brian Martin had not attended the previous meeting as shown in the list of those present. Apart from that the minutes were agreed and signed as a true record.

12.59 MATTERS ARISING FROM THE MINUTES.
DL to check up on the Sturt’s bridge.

Back Lane – HR had received an email on 18th May from Land Registry confirming that they had completed the registration in Mr Holloway’s name.

Playground – the new benches are in place and have been padlocked to immovable objects. The cheque for the Soft Pour has gone missing in the post. HR to cancel cheque and send another.

SF, MW and GM had attended the CPRE Spring Seminar on Planning and found it most informative. SF has leaflets.

Parish Website – HR to continue to follow up with Jim Mann.

Breach Close – the hardcore and other rubbish have not been cleared away. GM to follow up.
HR to write to Spectrum.
GM to follow up outstanding rent with Gerald

12.60 REPORT BY THE DISTRICT COUNCILLOR
In line with other districts within Dorset, North Dorset will be charging for Parish by-elections from April 2013. It is estimated that the cost would be around £800-£900 and this should be a consideration in next years budget. The current by-election to replace Brian Martin will be paid for by North Dorset.
NDDC Chairman is Michael Oliver and Su Hunt is Vice Chairman at NDDC.

12.61 PLANNING MATTERS AND APPLICATIONS RECEIVED.
12.61.1 Applications received
None
12.61.2 Permissions received
2/2012/0215 – Blackwater Farm, Erect extension over basement garage GRANTED
2/2012/0387 – Ashbrooke, West Bourton Road, Erect 1st floor balcony GRANTED

12.61.3 Guinea Lodge
The planning committee had objected to the original planning application 2/2011/1015 in Sept 2011 (ref 11.97) primarily on the grounds of over-development of the site and the application was withdrawn (ref 11.110.1).
There now appears to be work going on at the site and there is concern as to whether the necessary permissions are in place.
GM to consult with Planning. HR to write letter to Planning.

12.61.4 Bourton Mill
SF had received a copy of a letter from Michael Holm at the Environment Agency to John Hammond. This document is now with NDDC Technical Services. John Hammond hopes for feedback within 2 weeks. HR to circulate letter to Council members.

A copy of the revised plan showing the deletion of the Village Hall and associated parking areas is being forwarded to the Parish Clerk. HR to circulate on receipt.

John Hammond has engaged an external consultant to go through the Mill application. This person was previously retained for the appeal that was withdrawn so he is already familiar with the site and its issues.

It was agreed to wait for the plan to come through before asking a representative to come and talk about it as had been requested at the Annual Parish Meeting.

SF and HR had both emailed Roger Smith regarding security and safety at the site. Roger Smith advises that his contractor will fix the security barriers. Still awaiting response on the collapsing wall. HR to monitor.

12.62 FINANCE
12.62.1 Accounts to be paid.

<table>
<thead>
<tr>
<th>Account Holder</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAPTC</td>
<td>Clerks Course</td>
<td>£20.00</td>
</tr>
<tr>
<td>DAPTC</td>
<td>Annual Subscription</td>
<td>£259.33</td>
</tr>
<tr>
<td>SF</td>
<td>Storage Boxes for Tent</td>
<td>£45.52</td>
</tr>
<tr>
<td>HR</td>
<td>Northcliffe Media BVM Ad</td>
<td>£17.91</td>
</tr>
<tr>
<td>CPRE</td>
<td>Planning Seminar</td>
<td>£10.00</td>
</tr>
<tr>
<td>Phil Cowell</td>
<td>Verge &amp; Cemetery Grass Cut - Apr</td>
<td>£220.00</td>
</tr>
<tr>
<td>Phil Cowell</td>
<td>Verge &amp; Cemetery Grass Cut – May</td>
<td>£199.00</td>
</tr>
<tr>
<td>SF</td>
<td>Chains &amp; locks for new benches</td>
<td>£40.87</td>
</tr>
<tr>
<td>AON Insurance</td>
<td>Local Council Insurance Premium</td>
<td>£1,664.30</td>
</tr>
</tbody>
</table>

Proposed by MW and seconded by PW it was resolved to pay the above accounts.

12.62.2 Diamond Jubilee
12.62.2.1 Jubilee Mugs  It was incorrect to refer to the payment for the mugs as a “loan” in the earlier minutes. The Parish Council have been presented with the invoice for the mugs and will be paying for them on behalf of the Jubilee Committee from the funds set aside for this.

12.62.2.2 Kit List for Tent  This has been written up and will be verified when it is erected for the Jubilee

12.62.2.3 Risk Assessment  A thorough assessment has been received and approved by the Parish Council

12.62.2.4 Siren  HR to add the Siren to the Asset Register.
12.63 NEW VILLAGE HALL
PW and Andrew Sturt had met with James Lytton-Travers and Trevor Warwick from NDDC Planning and some further potential sites had been investigated.

12.64 WIND TURBINES
PW reported that a letter had been received by Save the Vale Association from DCC in response to concerns expressed about the Final Draft of the Renewable Energy Strategy paper. DC’s response has done nothing to placate StVA and SOS concerns about the threats posed by this strategy, especially in relation to its bias towards giant wind turbines. PW is drafting a response. PW to circulate draft and relevant documents for discussion at next meeting. Deadline is 2nd July.

12.65 VILLAGE PLAN UPDATE
The Clerk circulated an update on the Village Plan Action Plan which is appended to the minutes. This will be reviewed at the next meeting.

12.66 NEIGHBOURHOOD PLANNING
MW had circulated a copy of the constitution document. It is noted that the new model Code of Conduct resulting from Localism Act will apply as soon as it has been adopted by the Parish Council.

The Parish Council determines the area to be covered by the plan. NDDC are open to proposals regarding settlement boundary setting.

Funding – there are a number of sources available and some will come via the precept. £20k has been allocated to the front runners, including Gillingham.

The draft Neighbourhood Plan must be verified by an independent assessor. Once approved, the draft Plan proceeds to a referendum. The Plan must achieve support from 51% of the referendum voters before it can be submitted to NDDC.

Proposed by GM and seconded by PW it was resolved to accept the Constitution document as is.

MW requested the transfer of the former VDS funds which had been set aside for the Neighbourhood Plan. Brian Martin has a document explaining this. HR to follow up

12.67 ELECTION TIMETABLE
The Notice of Election poster for the vacancy on the Parish Council has gone up on both notice boards. Nomination forms can be obtained from the Clerk or from Electoral Services in Blandford.

The closing date for the receipt of nominations is noon on Friday 8th June. The last date for voter registration and postal vote applications is 20th June. The election will be held on Thursday 5th July.

Both the Clerk and the Chairman made it clear that the Parish Council have not singled anyone out and asked them to stand for election and, once the nominations are made public, the Parish Council will not be endorsing any particular candidate.

12.68 TOM MITCHELL SALVER NOMINATIONS
Three nominations had been received and members of the public were asked to leave the room while these were discussed. It was finally agreed that the salver should be awarded to Ruth Hounsell for her work with the Craft group and attending public transport meetings on behalf of the village.

SF to arrange for salver to be engraved.
**12.69 CORRESPONDENCE**

<table>
<thead>
<tr>
<th>From</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Partnerships</td>
<td>North Dorset Travel Study Workshop on 14th June</td>
</tr>
<tr>
<td>Jim Mann</td>
<td>Flood Alert - Upper Stour and Tributaries</td>
</tr>
<tr>
<td>Democratic Services</td>
<td>NDDC Telephone Directory</td>
</tr>
<tr>
<td>DCC IT Training Team</td>
<td>IT Training</td>
</tr>
<tr>
<td>DCC Ground Services</td>
<td>Grass cutting 2012 – reduced service due to budget cuts</td>
</tr>
<tr>
<td>Traffic Engineering</td>
<td>Traffic Engineering Update - highways will only accept highway change requests from councils not from individuals</td>
</tr>
<tr>
<td>DAPTC</td>
<td>Chief Execs Circular 5/12</td>
</tr>
<tr>
<td>DAPTC</td>
<td>Training Opportunities for Councillors</td>
</tr>
<tr>
<td>DAPTC</td>
<td>Notice of AGM on Sat 03.11.12 &amp; Timetable</td>
</tr>
<tr>
<td>NDDC Community Planning</td>
<td>New Funding for Paths for Communities (P4C)</td>
</tr>
<tr>
<td>DAPTC</td>
<td>Extraordinary Chief Execs Circular - AGM</td>
</tr>
<tr>
<td>Andrew Sturt</td>
<td>Village Hall &amp; Recreation Area Survey - preliminary summary</td>
</tr>
<tr>
<td>DCC Ground Services</td>
<td>Roundabout Sponsorship</td>
</tr>
<tr>
<td>DAPTC</td>
<td>Briefing from Angus Campbell, DCC Council Leader</td>
</tr>
<tr>
<td>EA Planning Liaison</td>
<td>Copy of 9th May letter to John Hammond re Mill Development</td>
</tr>
</tbody>
</table>

**HR** to write letter requesting that the Mobile Library service be left as is.

**12.70 A.O.B.**

DL reported that the Breach Close sign is broken and SF reported that the County sign at the Zeals end of the village is in need of repair and is in the wrong place. **HR** to investigate how to get these fixed.

**HR** to locate the Commercial Hire Form for the tent. Hirers to pay by cheque made out to Bourton Parish Council.

The projector is being held by PW.

HR had contacted SSE Contracting to report that the street lamp opposite Sandways is on all the time.

Clerk will be away from 10th June to 17th June.

**12.71 DATE OF NEXT MEETING – MONDAY 25TH JUNE AT 7PM**

Chairman: ............................................ Date: ..........................