

## Iwerne Courtney & Stepleton Parish Council Meeting Minutes

**Date:** 21 July 2021

**Venue:** Shroton Village Hall

**Present:** Cllr Hewitt, Cllr Gredley, Cllr Barrett and Cllr Sullivan

**In attendance:** Mr Barry Coupe, Mr Roger House, Mrs Elizabeth House, Mr Martin Judd, Mrs Carole Judd, Mr John Hedger, Mrs Jean Hedger, Mr Ben Johnson, Mr Ray Lovel, Mrs Wendie Lovel, Mr Simon Pickstock, Mr Alan Dickens, Mrs Mary Dickens, Mrs Lynne Weaver, Mrs Gabriel Cox, Mrs Natasha Monaghan

Agenda Item	Discussion Points	Action
1. Apologies	Cllr Gibson Fleming and Dorset Councillor Somper	
2. Minutes of Previous Meeting	The Minutes of the meeting held on 16 June 2021 having been previously circulated, were agreed; the presiding Chairman duly signed the minutes. Proposed by Cllr Barrett and seconded by Cllr Gredley.	
3. Chairman's announcements	The Chairman advised the council that there is an established protocol for members of the public who wish to visit the Parish Clerk concerning Parish Council matters. Unannounced visits to the Clerk's home/garden are to be discouraged. The Chairman is to provide the Editor, Shroton Lines with details of how the Clerk may be contacted for Parish Council matters.	Chairman for SL Clerk for Parish website
4. Declaration of Interests	None declared	
5. Matters Arising	<p>a. Cllr Sullivan has almost completed the repainting the telephone box which houses the village lending library. Cllr Sullivan wishes to donate his time and expenses to the community for this work.</p> <p>b. The Clerk advised the council of reported concerns from residents regarding the water level of the Iwerne Stream and amount of water weed through the stream along Main Street and onto the Glebe portion of the Iwerne Stream. Councillor Gredley advised the meeting that there had in fact been a recent situation whereby the sluice gates at a higher level of the Iwerne Stream (at the Water Meadow and Frog Lane) had been</p>	

	<p>temporarily out of action, but the situation had now been resolved. The Chairman advised the council that volunteers would be needed to deal with the water weed in the stream flowing through Main Street onto the Glebe portion of this stream.</p>	<p>Chairman for SL - volunteers Clerk and Cllr Barrett indicated support as potential volunteers for water weeding</p>
<p><b>6. Democratic Period:</b>  <b>a.</b>  Dorset Councillor Somper  <b>b.</b>  The Public &amp; Parish Council</p>	<p><b>a. Dorset Councillor Somper</b> (Beacon Ward), provided the Council with her Summer 2021 Beacon Ward report prior to the meeting. The council had no questions or comments for this report.</p> <p><b>b. The Chairman</b> welcomed the Parishioners to the meeting and provided guidance for their participation in the meeting at the Democratic Period. <b>Mr Pickstock</b> advised the council of his concerns regarding the far-reaching loss of privacy to his property and suggested alternative options to the design proposals for the development of the former Chapel in Farrington. <b>Mr Johnson</b> advised the council of his long-term association with the former Chapel in Farrington and how he wished to create a residence that would preserve the historical building and ensure its future in the community. <b>Mrs Cox</b> advised the council that she was extremely concerned about how the inclusion of a 'welfare block' would seriously detract from this historic building and whether planning permission(s) had been granted for the proposed internal floor work to the Tithe Barn. <b>Mr Lovell</b> informed the council of his concerns about the access and movement of vehicles through the large doors on the South facing elevation immediately opposite his home and the inadequate provision of parking for offices, a car show room and a residential unit. <b>Mr Coupe</b> emphatically advised the council that he had grave concerns about actual visual and physical harm to the listed building (the Tithe Barn) during the proposed development and called on the council to ensure all prior planning application conditions had been met. <b>Mr Judd</b> advised the council that he had issues concerning the use and size of the proposed welfare block, that parking was inadequate for the size of the development, that the existing Church Farm community road surface continues to deteriorate rapidly and would do so further, and called for clarification regarding the gate installation beside the proposed car-port/cycle storage area. <b>Mr Hedger</b> whilst sharing a number of the concerns with the residents of the Church Farm community, thought that a positive outcome could be achieved if a sensitive approach could be determined for the Tithe Barn development. Mr Hedger advised the council of the degeneration of the roof of the thatched roof of the Tithe Barn, enquiring if the maintenance of such was a condition of approval from an earlier planning approval.</p>	

	<p><b>The Chairman</b> thanked the Parishioners for their participation; and advised that the council would now move into the meeting for Item No 7 Planning Matters. During this time the Parishioners have no right to speak during the council's deliberations and discussion, unless specifically invited to do so by the Chairman, and only if their comments are of relevance or value to the point being discussed.</p>	
<p><b>7. Planning Matters</b></p>	<p>a. <b>P/FUL/2021/01075 - Former Church of St John the Baptist Farrington Blandford Forum DT11 8RA</b> - Change of use and conversion of former church to form residential building &amp; erect single storey extension.</p> <p>b. <b>P/LBC/2021/01076 - Former Church of St John the Baptist Farrington Blandford Forum DT11 8RA</b> - Internal &amp; external alterations to facilitate change of use of former church to residential building with single storey extension. The Chairman asked the council for its comments and observations. Council response to Dorset Council Planning to include:</p> <ol style="list-style-type: none"> <li>1. No objection to the proposed development providing the following considerations are included as conditions for any planning approval that may be granted: <ul style="list-style-type: none"> <li>• To determine whether there is a need for the size of the intended dormer window; particularly given the architectural style and integrity of the Chapel, it's visibility from the north sightlines and asks whether this window could be sited on the west side of the proposed building where it's impact/existence will not be seen.</li> <li>• To consider the use of frosted glass in the rooflight (bedroom No 1)</li> <li>• That there should be one vehicular access point to the development after the development construction is completed</li> <li>• To consider the use of mature planting materials i.e. evergreen hedging or trees to replace the line of trees (lost to disease) to recreate the natural screening between the two properties</li> <li>• That any historical artefacts that may be uncovered during the proposed development are recorded and archived by Dorset Council to preserve the Chapel's 14<sup>th</sup> Century existence as a pilgrim resting place from Corfe Castle to Shaftesbury Abbey.</li> </ul> </li> </ol> <p>c. <b>P/FUL/2021/01126 - Former Tithe Barn, Church Farm, Fairfield Road, Shroton DT11 8QB</b> - Conversion of the barn to office space and one (1) unit of residential accommodation. Erection of a single storey car port and welfare block</p> <p>d. <b>P/LBC/2021/02224 - Former Tithe Barn, Church Farm, Fairfield Road, Shroton DT11 8QB</b> - Conversion of the barn to office space and one (1) unit of residential accommodation. Erection of single storey car port and welfare block return</p>	<p>Clerk response letter to DC Panning</p>

	<p>The Chairman asked the council for its comments and observations. Council response to Dorset Council Planning to include:</p> <ol style="list-style-type: none"> <li>1. <b>The Parish Council has no objections</b> to the proposed residential unit described within the applications and supports development that is both sensitive and appropriate for the Tithe Barn.</li> <li>2. <b>The Parish Council objects to other aspects</b> of the above planning applications as they appear not follow guidance in current planning policies and objects on the following grounds: <ul style="list-style-type: none"> <li>• It is considered that the applications lack clarity as to what the applicant intends to develop within the other spaces of Tithe Barn</li> <li>• The council is uneasy about the potential for physical and visual harm to the internal fabric and exterior of the Tithe Barn.</li> <li>• The council understands that the basis on which the Proposed Welfare Facility is included in the application, but asks whether this facility is necessary given the proposal for the toilet facilities in the residential unit, and asks whether this apparent exemption might also be applied to the proposed development of the rest of the building. The council requests advice from the Planning team on this point.</li> <li>• The council questions the accuracy of the planning documents used to discuss these applications. The applications supporting drawings show a proposed new external staircase and doorway into the first floor Office C; but the council is unaware of any planning application for this development work. The council seeks confirmation that the opening for a new staircase to the first floor (proposed north elevation) has been applied for and has been approved by Dorset Council Planning and the Conservation Teams.</li> <li>• The council questions the value of a car-port and suggests the overall parking proposals are inadequate for the size and scope of the development the Tithe Barn.</li> <li>• The council has observed deterioration of the un-netted thatched roof of the Tithe Barn and the gradual dilapidation of the entrance to the Dove Cote, which both suggest that conditions to prior planning approvals have not been met.</li> <li>• The Parish Council petitions Dorset Council Planning that these applications be referred to the Dorset Council (Northern) Planning Committee for further scrutiny, recommendations and decision.</li> </ul> </li> </ol>	<p>Clerk response letter to DC Planning</p>
<p><b>8. Correspondence</b></p>	<p>Emails requiring council members immediate attention forwarded by Clerk on receipt and discussion at the next council meeting:</p>	

	<p>a. <b>Dorset Council Allowances Review</b> – The council discussed this potential provision and determined that no allowance provision was required or to be made. Clerk to respond to Dorset Council via DAPTC.</p> <p>b. <b>Dorset Council Asset Transfer Policies</b> – The council discussed this matter after an ambiguous email was sent from Dorset Council. No assets for transfer identified within the Parish. The Chairman is to seek clarification from Dorset Councillor Somper as to the existence of a 'garden licence' for a property in the village of Shroton.</p> <p>c. <b>Dorset Council Planning Convergence and Transformation</b> – The council acknowledged the revised planning system, that the council will not be providing weekly lists of planning applications once the data has been migrated to the new system and that notification of any trees planning applications will no longer be through direct applications to Parish Councils. A three-week period during which comments can be made on all tree applications except regulation 14 ones (which are urgent and need to be processed in a week). Parish Councils will be required to check the information at least twice a month to pick up on tree applications relevant to the council's area and no extension deadlines are being allowed.</p> <p>d. Clerk's email roundups 30 June, 9 July and 21 July acknowledged by the council.</p>	<p>Clerk for DAPTC</p> <p>Chairman &amp; Clerk</p> <p>Council to note Clerk - agenda item next meeting</p> <p>Council acknowledgement</p>
<p>9. <b>Parish Council Representatives</b></p>	<p><b>Parish Council Representatives</b> – Councillors to advise on areas of representation as appropriate or discuss matters pertinent to representative role:</p> <p><b>Play Area Report</b></p> <ul style="list-style-type: none"> <li>• Mrs Natasha Monaghan was invited by the Chairman to discuss her proposals for the renovation of the Shroton Play Area (Play Park). Mrs Monaghan provided the council with a copy her proposed renovation plan and schedule which included costs for purchasing replacement play equipment, updating play surfaces, carrying out minor repairs within the existing play area and replacing external fencing. The council discussed aspects of the plan including details that would require use of and access to the fundraising, public donations and ring-fenced Parish Council funds held for this project.</li> <li>• Cllr Gredley suggested that the council might consider withholding 5% of the total costs of the renovations as a form of insurance clause or incentive for timely completion of the project (any snags or last-minute requirements). Cllr Gredley offered to coordinate project receipts &amp; invoices for this work.</li> <li>• Clerk requested a clear description of the equipment and surfaces being removed and to be kept informed of new equipment installed for the council's Property &amp; Assets Log and long-term insurance cover.</li> </ul> <p><b>Parish Footpaths and Bridleways</b></p> <ul style="list-style-type: none"> <li>• No report for this meeting.</li> </ul>	<p>Clerk was not in receipt of this proposal report when preparing the agenda</p> <p>Cllr Hewitt &amp; Cllr Barrett update August 2021 meeting</p>

	<p><b>Parish Website Development</b></p> <ul style="list-style-type: none"> <li>No report for this meeting.</li> </ul> <p><b>Dorset Council Highways</b></p> <ul style="list-style-type: none"> <li>Cllr Gredley advised the council that he was still waiting for a response from the Community Highway Officer regarding his email sent about the recent road resurfacing.</li> <li>Cllr Somper to be advised of this situation and the lack of response to the Clerk's email with photographs of resurfaced potholes in the village during this work.</li> </ul> <p><b>Dorset Council Parking Consultation</b></p> <ul style="list-style-type: none"> <li>No report for this meeting.</li> </ul> <p><b>The Glebe matters &amp; Glebe Trees</b> (inc. Parish Trees)</p> <ul style="list-style-type: none"> <li>Cllr Sullivan confirmed local inspection of Glebe trees 21 July 2021.</li> <li>Clerk advised the council that details of the 15 June 2021 General Inspection Tree Report did not reflect the council's requirement for an annual inspection of the Lombardy Poplar trees. Clerk to send amended revised edition to the council on receipt from Dorset Council Arboricultural Team.</li> </ul> <p><b>A350/C13 Community Action Group (CAG)</b></p> <ul style="list-style-type: none"> <li>Cllr Sullivan informed the council that a report highlighting HMG with Highways England assessing north-south connectivity as part of the Government's Road Investment Strategy (RIS2) was in circulation. Highways England will be assessing the current north-south connectivity between the M4 and south coast, with every north-south A road in scope. The study includes looking at road infrastructure such as the A350 through Wiltshire and Dorset as well as the A37 through Somerset and Dorset, the A338 through Wiltshire, Hampshire and Dorset and the A36 through Somerset and Wiltshire.</li> </ul> <p><b>Shroton Village Hall</b></p> <ul style="list-style-type: none"> <li>The Chairman is to revisit the recent decision not to provide the Parish Clerk with a key to the Village Hall with the Village Hall Committee.</li> </ul> <p><b>DAPTC</b></p> <ul style="list-style-type: none"> <li>Clerk advised the council that additional training dates for New Councillor training now available from current training provision from DAPTC. Clerk to attend Code of Conduct training 29 July 2021.</li> <li>Clerk has requested guidance from DAPTC to assist with the lack of working space on the email account <a href="mailto:iwernecourtney@dorset-aptc.gov.uk">iwernecourtney@dorset-aptc.gov.uk</a></li> </ul>	<p>Clerk to Cllr Somper</p> <p>Clerk update August meeting 2021</p> <p>Cllr Sullivan update August meeting 2021</p> <p>Chairman</p> <p>Clerk update August 2021 meeting</p>
10. Parish Council Projects	<p><b>Village Projects</b></p> <p>a. <b>Village Traffic Calming Project</b> - Not taken at this meeting.</p>	

	<p>b. <b>Litter Picking</b> – Cllr Barrett to advertise the next litter pick (October or November 2021) in Shroton Lines, Parish website and noticeboard</p> <p>c. <b>Village recycling</b> - Cllr Gredley has yet to receive a response from Dorset Council about how difficult items of rubbish are disposed of, and whether there are opportunities for local communities to better support the correct disposal procedures.</p>	<p>Cllr Barrett – SL for August 2021</p> <p>Cllr Gredley update August meeting 2021</p>
<b>11. Finance Matters</b>	<p>a. Council members provided with individual copies of the completed final Annual Governance &amp; Accountability Return 2020 – 2021 for reference and retention.</p> <p>b. Clerk to remove Notice of Public Rights and Publication of Unaudited AGAR Return 2021 – 21 by Friday 23 July 2021.</p> <p>c. Council approved payment to Iwerne Valley Lawn Maintenance – Glebe grass cutting 2 &amp; 22 June 2021 <b>£90</b></p> <p>d. Council approved payment to Mrs. E Kingsbury Clerk’s salary and costs 18 March – 21 July 2021 <b>£1361.77</b></p> <p>e. Council approved payment to HMRC (PAYE) for 18 March – 21 July 2021 <b>£328.40</b></p> <p>f. Record of expenditure to 21 July 2021 to be signed by Chairman for RFO retention</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Chairman</p>
<b>12. Other Matters</b>	<p>a. Clerk - Parish Council meeting in August 2021 for urgent council business – planning matters</p> <p>b. Clerk – Purchase of detailed planning documents for council discussions at meetings.</p>	

The Chairman declared the meeting closed at 8:45pm.

Chairman .....  
Iwerne Courtney & Stepleton Parish Council

Date.....

(To be signed and dated by the presiding Chairman after approval at the next Parish Council Meeting)

LK 23/07/21