

## Iwerne Courtney & Stepleton Parish Council Meeting Minutes

**Date:** 20 June 2018      **Venue:** Shroton Village Hall

**Present:** Cllr Hewitt, Cllr Mower and Cllr Milmer

**In attendance:** County Councillor Croney

Agenda item	Discussion points	Action
1. Apologies	Cllr Morris and Cllr Gibson Fleming.	
2. Minutes of Previous Meeting	The Minutes of the meeting held on 16 May 2018 and the Minutes of the Extra-ordinary Parish Council meeting called by the Parish Clerk on 7 June 2018 having been previously circulated, were agreed; the presiding Chairman duly signed the minutes. Proposed by Cllr Mower and Cllr Milmer.	
3. Declaration of Interests	No interests were declared.	
4. Matters Arising	<p>a. Cllr Morris to continue researching the cost and requirement for defibrillator pads for children.</p> <p>b. Cllr Mower to gauge the interest of the village hall coffee morning attendees for a presentation by County Councillor Croney for the forthcoming proposed Warding Arrangements for Unitary Councils Consultation.</p>	<p>Cllr Morris - July 2018</p> <p>Cllr Mower – July 2018</p>
5. Democratic Period with DCC & NDDC news	<p><b>a. DCC &amp; NDDC News</b> The June 2018 report from the <b>District Councillors</b> was circulated prior to the meeting. No observations or comment from this report. County Councillor Croney advised the council on the description of a 'shadow' cabinet wording as contained in the monthly report and of an email regarding CIL arrangements and the advice provided by the Planning Policy Team at DCP.</p> <p><b>b. Public Session</b> Cllr Hewitt described the hazardous condition of a pothole on the A350 (Oyles Mill) and further requested clarification around village street cleaning. The current situation that is undertaken on a three-month basis is proving highly ineffective, as access to roadsides within the village is difficult, due to the number of parked vehicles. The Parish Council considers that the street cleaning for Shroton should cease from this time.</p>	<p>Clerk – email to PC</p> <p>County Councillor to DCC Highways</p>
6. Correspondence	<p>a. Seafarers UK letter – public awareness of Merchant Navy Day 3 September 2018, no further action from Parish Council.</p>	
7. Parish Council	<p><b>Cllr Milmer</b> is the Play Area representative.</p> <ul style="list-style-type: none"> <li>Action to place order with Huck Play for replacement scramble net, rope strops and green in colour.</li> </ul>	Clerk

Representatives	<ul style="list-style-type: none"> <li>• Clerk emailed photographs of the disintegrating play area surface for insurance appraisal. Cllr Milmer confirmed the deterioration became very noticeable in February/March 2018 after the inclement weather. Awaiting report from registered play area inspector for potential insurance claim.</li> <li>• Action– replacement bark to be priced with council action being determined following report from anticipated play area inspection.</li> </ul> <p><b>Cllr Mower</b> is the Footpaths and Bridleways representative.</p> <ul style="list-style-type: none"> <li>• Action to contact owners of the 'Thatched Cottage' regarding overgrown ground level access of the public footpath alongside its boundary.</li> <li>• Action on the 'way post' direction sign at the top of the Fairfield.</li> </ul> <p><b>Cllr Morris</b> is the Parish Trees representative. No report for this meeting.</p> <ul style="list-style-type: none"> <li>• Action by Cllr Hewitt to approach Cllr Gibson Fleming concerning potential work to a May bush beside the play area.</li> <li>• Action by Cllr Hewitt to clarify the need to remove non-variegated leaves from an Acer tree on the Glebe.</li> </ul> <p><b>Cllr Gibson Fleming</b> – Parish website assistance</p> <ul style="list-style-type: none"> <li>• Clerk advised the council that Mr J Bird was content to remain the Parish website manager.</li> <li>• Cllr Gibson Fleming and the Clerk met Mr Bird 5 June 2018 to discuss aspects of the website and its management - Cllr Gibson Fleming to brief the council July 2018.</li> <li>• Clerk advised the council that the hosting fee by Hostinger for the Parish website would be approximately £80 per annum. The council considered it highly unlikely that village organisations would be able to pay for their access to the website.</li> </ul> <p><b>Cllr Hewitt</b> is the Glebe representative</p> <ul style="list-style-type: none"> <li>• Action to determine wording for notice of Glebe ownership and its stewarding role for the community.</li> <li>• Action to include Glebe trees inspection report in the revised Glebe Guidance for Organised Events.</li> <li>• Action to invite the Glebe grass-cutting contractor to the July 2018 Parish Council meeting to clarify frequency of grass cutting sessions and other matters.</li> <li>• Cllr Hewitt instructed the Clerk to minute the recent situation whereby creosote was used to mark the top and bottom lines of the grass Petanque court on the Glebe. Mr A Morris (a resident) marked out the playing area of this court with creosote. Parents of children who play on areas of the Glebe advised the council of the use of this controlled substance and potential harm to children playing in the vicinity of the Petanque court. Mr Morris was promptly requested to remove the creosote markings, which were subsequently repainted with a white line marking paint. The Clerk had previously advised the council that a claim for injury or damage directly arising from a leisure pursuit undertaken by a member of the public on the land (Glebe Petanque court) would not be covered by the insurance policy as it goes beyond the responsibility of the Parish Council.</li> <li>• The Chairman thanked a parishioner for an offer of a donation of junior goal posts; at this time these items are not required on the Glebe.</li> </ul> <p><b>Cllr Mower</b> is the Village Hall representative</p> <ul style="list-style-type: none"> <li>• The village hall committee is unable to hold monies raised for community projects i.e. fundraising around the proposed purchase of the WW1 Commemorative bench. This matter was taken at Item 8 e – Parish Council Projects 20 June 2018.</li> <li>• A booking system may be introduced for access/availability of the village hall facilities. The Clerk asked where this proposed community facility might be hosted/operated from.</li> </ul>	<p>Clerk with Cllr Milmer</p> <p>Cllr Morris with Cllr Milmer – July 2018</p> <p>Cllr Mower Cllr Mower</p> <p>Cllr Hewitt</p> <p>Cllr Hewitt</p> <p>Cllr Gibson Fleming</p> <p>Clerk Clerk</p> <p>Clerk</p> <p>Clerk email 29/05/18</p>
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	<p><b>The Parish Clerk</b> for DAPTC and A350 &amp; C13 Stakeholders</p> <ul style="list-style-type: none"> <li>Apologies sent to DCC and A350/C13 Stakeholders group for non-attendance at 5 June 2018 meeting.</li> </ul>	
8. Parish Council Projects	<p><b>Neighbourhood Development Plan (NDP)</b> – The Chairman raised the matter of the NDP and asked District Councillor Jespersen to advise the council on the current impetus and potential impact this village might experience if such a document was not considered let alone produced. Councillor Jespersen advised the council to think extremely carefully about such a document and positively identify, just what, the Parish needed to address in a plan and whether the council were aware of planning or development issues. Any involvement in producing such a plan would ultimately require concerted and whole community support of evidenced based and genuine local needs.</p> <ol style="list-style-type: none"> <li>This matter can be revisited at any time, and the council are minded of the work being done by larger villages and towns in North Dorset. The Iwerne Courtney &amp; Stepleton Parish Council has taken the decision <u>not</u> to "join" Iwerne Minster in this venture; Minute 8 (21st October 2015) page 590 refers.</li> <li>Iwerne Minster Parish Council has applied to North Dorset District Council for designation of a neighbourhood area under The Neighbourhood Planning (General) Regulations 2012 (as amended). The proposed area, to be known as the <b>Iwerne Minster Neighbourhood Area</b>, covers the whole of the parished area of Iwerne Minster. <a href="https://www.dorsetforyou.com/article/422515/Iwerne-Minster">https://www.dorsetforyou.com/article/422515/Iwerne-Minster</a></li> </ol> <p><b>Traffic Calming Project</b> The Parish Clerk's minutes from September 2017 Item 8c (676) to March 2018 Item 8c points 1 to 6 (702) recording the Parish Council actions and discussions were removed during the writing April 2018 minutes. The Parish Council will be informed of the date of installation of the village gateways by DCC Highways as part of the scheduled of work to be included in the A350 Route Management Scheme.</p> <ul style="list-style-type: none"> <li>Clerk advised the council that the installation of the village gateways is anticipated late June 2018 after a meeting with DCC Highways (8 June 2018) confirming the location of the village gateway on Newfield Road entrance to the village.</li> <li>Clerk to contact DCC for work installation date.</li> <li>Cllr Hewitt wishes to re-visit the 30 M.P.H. Speed Limit proposals for the village.</li> <li>Clerk instructed to locate her correspondence with the Senior Technical Officer, Regulation Team, Highway Network Management of DCC to determine course(s) of potential action in reversing the decision of the Parish Council in April 2015.</li> </ul> <p><b>Dog-Waste Bins</b></p> <ul style="list-style-type: none"> <li>New freestanding dog-waste bins now installed by Dorset Waste Partnership (DWP).</li> <li>Thank you letter for DWP.</li> </ul> <p><b>Telephone Kiosk</b></p> <ul style="list-style-type: none"> <li>Cllr Morris advised the council that shelving would be fitted in the telephone kiosk on completion of a professional commitment in Salisbury.</li> </ul> <p><b>Village Flag</b></p> <ul style="list-style-type: none"> <li>Cllr Morris advised the council that the village flag design competition would not feature in this years Annual</li> </ul>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr Morris – July 2018?</p> <p>Cllr Morris – July 2018</p>

	<p>Summer Show due to planning arrangements already completed by the organising committee.</p> <p><b>WW1 Commemorative Bench</b></p> <ul style="list-style-type: none"> <li>• Cllr Hewitt has successfully raised a sum of money by organising village events to part fund the purchase of a commemorative bench. The village hall committee is unable to receive donations (cash and cheques) for this project due to limitations on charitable rates.</li> <li>• The Parish Council is in full support and agreement with the efforts being made by Cllr Hewitt fundraising for the acquisition of a WW1 commemorative bench (minute 18 April 2018 Item 4c 704).</li> <li>• The Clerk suggested that the money currently held by Cllr Hewitt (the result of recent WW1 bench fundraising activities) be deposited in her personal bank account and a personal cheque issued (for the same amount) payable to the Iwerne Courtney &amp; Stepleton Parish Council. This money would be contained in the Parish Council account and ring fenced for the proposed bench purchase by the Parish Council in due course. The Clerk reminded the council of the INAZIN Community Grant and the option to supplement the purchase of the commemorative bench.</li> <li>• Cllr Hewitt is applying to a grant scheme with the Armed Forces Covenant Trust to assist communities with hosting a silhouette installation. The silhouettes represent those lost in the First World War whose names appear of local war memorials thus bringing them back into their community as the centenary approaches.</li> </ul> <p><b>Tesco Bags of Help Application</b></p> <ul style="list-style-type: none"> <li>• Cllr Hewitt and Clerk to process this application for a grant in due course.</li> </ul>	<p>Clerk – internal audit check/full council agreement July 2018</p> <p>Cllr Hewitt</p> <p>Cllr Hewitt with Clerk</p>
9. Finance Matters	<p>a. Chairman and RFO signed Receipts &amp; Payments Account Year Ending 31 March 2018.</p> <p>b. Chairman and RFO signed Parish Council Receipts &amp; Payments Book correct to the end of the Financial Year 31 March 2018</p> <p>c. Council approved payment to Iwerne Valley Lawn Maintenance Ltd – <b>£135</b> (3 cuts @ £45) (18/04, 03/05 &amp; 22/05)</p> <p>d. Council approved payment to DAPTC training sessions 9 May 2019 - <b>£40</b></p> <p>e. Council approved payment to DAPTC annual subscription 2018/2019 - <b>£176.62</b></p> <p>f. Council approved payment to Mrs E Kingsbury <b>£0.61p</b> – cheque discrepancy Minute 16 May 2018 9a (710) refers.</p> <p>f. Record of anticipated expenditure up to 20 June 2018 signed by the Chairman.</p>	<p>Retained with Clerk</p> <p>Retained with Clerk</p> <p>Clerk action x 4</p> <p>Retained by Clerk</p>
10. Planning Matters	<p><b>a. 2/2018/0515/LITRA - Industrial Units, Newfield Lane, Shroton DT11 8QR - Proposal - Prior approval for change of use under the GDPO. Clerk's email 9 May 2018 with NDDC Development Control comments refers. The council discussed the application and instructed the Clerk to respond to NDDC Development Control:</b></p> <ul style="list-style-type: none"> <li>• Clerk to inform Parish Council of proposed planning applications as received.</li> <li>• Cllr Gibson Fleming to complete Parish Council's observations and comments with Cllr Hewitt as and when received.</li> </ul>	<p>Clerk for PC Cllr Gibson Fleming Cllr Hewitt (Chairman)</p>
11. Matters to be taken at the next Parish Council meeting	<p>a. Cllr Hewitt has approached DCC for cutting the verges in the village clarification i.e. who is responsible for the organisation of these cuts, the regularity and identifying the contractor.</p> <p>b. Clerk to send current map of DCC verges to the council of retention and information for discussion</p>	<p>Cllr Hewitt July 2018</p>

	purposes 18 July 2018.	Clerk
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The Presiding Chairman declared the meeting closed at 8:25 pm. The date of the next meeting: Wednesday 18 July 2018 at 7:00 pm

Chairman ..... Date.....

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

LK 21/06/18

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