

Iwerne Courtney & Stepleton Parish Council Meeting Minutes

Date: 16 May 2018 **Venue:** Shroton Village Hall

Present: Cllr Hewitt, Cllr Morris, Cllr Mower, Cllr Gibson Fleming and Cllr Milmer
In attendance: County Councillor Croney and 2 village residents

Agenda item	Discussion points	Action
Election of Chairman and Vice Chairman of the Parish Council	Cllr Hewitt was re-elected as the Chairman of the Parish Council for 2018 – 2019 (proposed Cllr Morris and 2 nd Cllr Mower) and Cllr Morris was elected as the Vice Chairman of the Parish Council for 2018 - 2019 (proposed Cllr Hewitt 2 nd Cllr Mower) the council members present agreed both nominations unanimously.	Clerk - Acceptance of Office Declarations
1. Apologies	None received	
2. Minutes of Previous Meeting	The Minutes of the meeting held on 18 April 2017 having been previously circulated, were agreed; the presiding Chairman duly signed the minutes. Proposed by Cllr Morris and Cllr Milmer.	
3. Declaration of Interests	No interests were declared.	
4. Matters Arising	a. Tesco Bags of Help application – Clerk advised that the application form had been created and the council will bid for monies to maintain some of the equipment in the play area on the Glebe. b. WW1 Commemorative benches initiative moving ahead with a proposed event late May 2018. c. Cllr Morris to determine with Mrs S Davey the requirement for defibrillator pads for children. Cllr Hewitt reminded the council that the defibrillator was not PC property despite the lead shown with the recent training events.	Agenda 2018 Cllr Hewitt Cllr Morris
5. Democratic Period with DCC & NDDC news	a. DCC & NDDC News The May 2018 report from the District Councillors was circulated prior to the meeting. No observations or comment from this report. County Councillor Croney advised the council on the discussions held with (NDDC Planning Development Control) regarding the proposed planning application for 2/2018/0515/LITRA at the Industrial Units, Newfield Lane, DT11 8QR. This matter will be taken at Planning Item 11a. b. Public Session Mr Robin Scoones highlighted that potholes marked on the DFY website and as reported years ago had not yet been rectified. Mr. Scoones was going to report them yet again, particularly the large and deep pothole in Bessells Lane by Sheep Lights and the potholes in Telegraph Street by Manor Farm corner. Ms. Ursula Goodall asked the council what was required as a planning permission to take down trees in the village. The Chairman explained that	Clerk to DCC Highways

	<p>Planning applications are required for any tree work (within set size/condition/specimen protocols) as identified and directed by the NDDC Tree and Landscape Officer particularly being in a AONB area. The recent disposal of a tree on the Glebe Stream verge by residents of the village in ignorance of any planning application for such work was much regretted. Ms. Goodall complained about the amount of dog waste blighting her garden area and asked for a 'responsible dog-owner' sign to be placed within the Chapel/Courtney Close areas of residence. Miss Goodall further asked the council about the proposed flagpole and asked the council whether it had considered a Maypole for use on the Glebe and what was being considered for the Church Farm Tithe Barn. The Chairman advised Ms. Goodall that the council could not speculate on development aspects of the Church Farm location.</p>	Cllr Mower
6. Correspondence	<p>Clayesmore School - County Councillor Croney advised the council that the management of Clayesmore School were reviewing its decision about public access to some leisure facilities as a direct result of the strong representation from local residents and regional supporters of the facilities. Details of revised public access schedules will be made available, after the school has determined it's future requirements.</p>	
7. Parish Council Representatives	<p>Cllr Milmer is the Play Area representative.</p> <ul style="list-style-type: none"> Action to contact scramble net company place order with spares and request invoice for bespoke scramble net. Cllr Morris to assist with measurements for the specifications of the replacement scramble net. Action to collect photographs of the disintegrating play area surface with Parish Clerk for insurance appraisal. Action following report from anticipated Annual Inspection – bark replacement issue and other matters. <p>Cllr Mower is the Footpaths and Bridleways representative.</p> <ul style="list-style-type: none"> Action to contact owners of the 'Thatched Cottage' regarding overgrown public footpath alongside its boundary. <p>Cllr Morris is the Parish Trees representative.</p> <p>Cllr Gibson Fleming – Parish website assistance</p> <ul style="list-style-type: none"> To accompany Parish Clerk to a meeting with Mr J Bird – Parish website manager. Date being determined. <p>Cllr Hewitt is the Glebe representative</p> <ul style="list-style-type: none"> Action to halt village resident's use of ride-on mowers on the Glebe to mow football pitch and Petanque court. Action to clarify frequency of grass cutting sessions by the authorised and insured contractor. <p>Cllr Mower is the Village Hall representative</p> <ul style="list-style-type: none"> Village Fete 24 June 2018. Proceeds being divided three ways, St Mary's Church, Shroton Cricket Club and Village Hall organisation. Heating refurbishment now complete. <p>The Parish Clerk for DAPTC and A350 & C13 Stakeholders</p> <ul style="list-style-type: none"> Apologies sent to DCC and A350/C13 Stakeholders group for non-attendance at 5 June 2018 meeting. 	<p>Cllr Morris</p> <p>Clerk</p> <p>June 2016 agenda</p> <p>Cllr Gibson Fleming Parish Clerk</p> <p>Cllr Morris Parish Clerk</p> <p>Cllr Hewitt availability?</p>

<p>8. Parish Council Projects</p>	<p>Neighbourhood Development Plan (NDP) – 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"> 1. 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 & 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. 2. 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 Iwerne Minster Neighbourhood Area, covers the whole of the parished area of Iwerne Minster. https://www.dorsetforyou.com/article/422515/Iwerne-Minster <p>Traffic Calming Project 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. Clerk advised the council that the installation of the village gateway's is anticipated late May – June 2018. Clerk to co-ordinate a meeting with DCC and council for final installation location check.</p> <p>Dog-Waste Bins Installation action from the Dorset Waste Partnership anticipated Friday 18 May 2018. Clerk to arrange delivery of waste bins to Cllr Hewitt.</p> <p>Telephone Kiosk Cllr Morris advised the council that shelving would be fitted in the telephone kiosk within 10 days.</p> <p>Village Flagpole Given the limited number of attendees at the Annual Parish Meeting in May 2018 the council deferred this matter until later in the year. Cllr Morris is to approach the organiser of the village Annual Summer Show 2018 to determine how the village flag might be incorporated as competition initiative for the village residents.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr Morris</p> <p>Cllr Morris</p>
<p>9. Finance Matters</p>	<ol style="list-style-type: none"> a. The Council approved and adopted the Final End of Year Accounts and Expenditure 1 April 2017 – 31 March 2018 after the Clerk's explanation and evidence of a mistake by the Bank of Scotland. It is shown that cheque No 010514 was written for the correct amount of £584.61, but the bank cleared only £584.00. A discrepancy of £0.61p has been identified. Clerk to include explanation and evidence in external annual return. The Parish Council accepted the bank reconciliation dated 16 May 2018. Proposed by Cllr Hewitt and seconded by Cllr Morris and agreed unanimously by the Parish Council. b. Chairman and RFO signed the Annual Governance Statement (Section 1) of 2017 - 2018 Annual Return. 	<p>Clerk</p> <p>Clerk</p>

	<p>c. Chairman and RFO signed the Risk Assessment document as required of 2017 2018 Annual Return.</p> <p>d. Chairman and RFO signed the Property and Fixed Asset Register as required of the 2017 – 2018 Annual Return.</p> <p>e. Council approved payment for the Internal Audit (Review and Assessment) 2017 - 2018 by JP Consulting Ltd £65.</p> <p>f. Council considered the insurance quotations for the renewal of annual insurance premium. The council opted to join the LTA option with Inspire as provided by Came & Co Insurance. The LTA is a 3-year binding Long Term Agreement at £534.56. Clerk authorised to request a revised invoice for the LTA provision.</p> <p>g. Record of anticipated expenditure up to 16 May 2018 to be signed by the Chairman for RFO retention.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
10. Planning Matters	<p>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:</p> <ul style="list-style-type: none"> • The Parish Council does not object to the change of use of this location. • The Parish Council formally requests that it is kept informed and fully included (for observations and comments) if and when any prospective planning application(s) are made following decisions by NDDC to grant any permitted development rights for this location. • The Parish Council is keen to engage with the developer if and when further application(s) may progress for this development. • The Parish Council also recognises the consternation of residents living in close proximity to the development site and is mindful of any encroachment on the landscape particularly, with AONB and SSS status within the Parish. 	Clerk to NDDC
11. Other Matters to be taken at the next Parish Council meeting	a. None tabled.	.

The Presiding Chairman declared the meeting closed at 8:40 pm.
The date of the next meeting: Wednesday 20 June 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)