

## Iwerne Courtney & Stepleton Parish Council Meeting Minutes

**Date:** 19 September 2018 **Venue:** Shroton Village Hall

**Present:** Cllr Hewitt, Cllr Gibson Fleming, Cllr Morris and Cllr Milmer

**In attendance:** County Councillor Croney

Agenda item	Discussion points	Action
1. Apologies	Cllr Mower.	
2. Minutes of Previous Meeting	The Minutes of the meeting held on 25 July 2018 having been previously circulated, were agreed; the presiding Chairman duly signed the minutes. Proposed by Cllr Milmer and Cllr Morris.	
3. Declaration of Interests	No interests were declared.	
4. Matters Arising	<p>a. Memorial benches – Cllr Hewitt advised the council that the families of the late Mr Holly and Mrs P Curnow had approached the council to consider the installation of memorial benches. The council discussed the options for locations, including the Glebe and at the triangulation point on Hambledon Hill. Cllr Hewitt will discuss with the families the idea of benches on the upper Glebe area along with alternative memorial options for Mr Holly's families to consider. It is noted that the family of Mrs P Curnow have already purchased a bench, which will be installed and maintained by Mr T Stephens on behalf of her family should the proposed location be acceptable, whilst the Clerk has the cost purchase price of this bench should she be instructed to include such on the councils insurance schedule. Cllr Gibson Fleming advised the council that the Ranston Estate could not agree to a memorial bench being installed at this location and cited the potential for urbanisation, which would be against its responsibility to maintain the natural habitat and beauty of this iconic location. The Ranston Estate may however, consider a simple log seat at this site in the future.</p> <p>b. Parsonage Bessells allotment rents October 2018 – September 2019 issued to nine tenants with advice regarding personal liability and insurance of equipment left at the allotment site.</p> <p>c. Draft (revised) Glebe grass cutting contract with Iwerne Valley Lawn Maintenance Ltd will be sent to the council for its review and tabled at the October 2018 meeting</p> <p>d. Clerk advised the council of a personal approach for her to take on the village defibrillator checks, fund raising and liaison with the Community Heartbeat Trust. The Clerk advised the current defibrillator lead that as an as an employee of the council, it could be mistakenly perceived that the Parish Council now has overall responsibility for this equipment and its ongoing costs. The council agreed with the explanation and is not about to take on the management of this community facility.</p>	<p>Cllr Hewitt</p> <p>Clerk – October 2018</p> <p>Clerk – reply to enquirer</p>
5. Democratic Period with DCC & NDDC news	<p><b>a. DCC &amp; NDDC News</b> The August &amp; September 2018 report from the <b>County Councillor Croney</b> was circulated prior to the meeting. No observations or comment from this report were taken. <b>Cllr Croney</b> reported on the array of improvements</p>	

	<p>required for future Dorset Steam Fairs at Tarrant Hinton. Reports of increased attendance figures, long delays in accessing the ground with chaotic access and exit strategies have called for workable recommendations and solutions to address these problems for future events.</p> <p><b>b. Public Session</b>  <b>Cllr Hewitt</b> asked County Councillor Croney if she had a response from DCC's enquiry to Wessex Water regarding the general advice and information for the public on the county's water supplies during the uncharacteristic length of hot dry weather during July and August 2018. <b>Cllr Hewitt</b> also asked if the County Cllr if she had had a response from A Brown (DCC Highways) concerning the unrestricted road signage coming off the A350 into the village.</p>	
6. Correspondence	a. NDDC – explanatory letter for 2019/20 Budget setting	Clerk to distribute to whole council
7. Parish Council Representatives	<p><b>Cllr Milmer</b> is the Play Area representative.</p> <ul style="list-style-type: none"> <li>• Play area replacement bark distributed throughout play area. Cllr Milmer recommended a further 3 bags for complete coverage to take place.</li> <li>• Rocking horse – one side of this play equipment is broken.</li> <li>• Scramble net finally installed with additional purchase of 'd' shackles by Cllr Milmer Finance item d 19/09/18 refers.</li> <li>• Action - Cllr Hewitt advised the council that Mr P Trim and Mr B Mower had been approached to consider how best to address the surface of the orbital roundabout and the unsecure surface edging. Cllr Hewitt explained their proposals for lifting, cleaning and re-sticking the surface down. Cllr Hewitt to obtain costs for costs for this work by local residents. Cllr Milmer and Cllr Morris asked why professional play installers were not being considered for replacing the entire roundabout play surface. Cllr Hewitt explained that the cost for this type of expenditure was extremely prohibitive against the existing council budget.</li> <li>• Action - List of restorative work to the play equipment to be produced by Cllr Milmer to include a proposed schedule of maintenance work. Copy to the Clerk for Play Area Inspection file.</li> </ul> <p><b>Cllr Mower</b> is the Footpaths and Bridleways representative.</p> <ul style="list-style-type: none"> <li>• No report at this meeting.</li> <li>• Alabama Foot Rot notices on Hambledon Hill - Cllr Gibson Fleming advised the council that Ranston gamekeepers had not displayed these notices.</li> <li>• Action - Cllr Hewitt reported horse and pony riders on private land and using public footpaths to exercise their mounts. Cllr Hewitt to speak to the landowner and residents living beside the public footpath.</li> </ul> <p><b>Cllr Morris</b> is the Parish Trees representative.</p> <ul style="list-style-type: none"> <li>• Nothing to report on the Glebe trees; regular visual inspections being completed.</li> <li>• Action by Cllr Gibson Fleming to consider the potential work to a May bush beside the play area.</li> </ul> <p><b>Cllr Gibson Fleming</b> – Parish website assistance</p> <ul style="list-style-type: none"> <li>• Action by Cllr Gibson Fleming and the Clerk to arrange a meeting to discuss research completed on website designs for new Parish website.</li> </ul> <p><b>Cllr Hewitt</b> is the Glebe representative</p> <ul style="list-style-type: none"> <li>• Action by Cllr Hewitt – grass cuttings being deposited under road sign and around tree trunks on the Glebe.</li> </ul>	<p>Cllr Hewitt</p> <p>Cllr Milmer</p> <p>Cllr Hewitt</p> <p>Cllr Gibson Fleming</p> <p>Cllr Gibson Fleming Clerk</p> <p>Cllr Hewitt</p>

	<p><b>Cllr Mower</b> is the Village Hall representative</p> <ul style="list-style-type: none"> <li>No report at this meeting.</li> </ul> <p><b>Parish Clerk</b> for DAPTC and A350 &amp; C13 Stakeholders</p> <ul style="list-style-type: none"> <li>A350 Community Group Terms of Reference was circulated to the council prior to the meeting. The council agreed and supported the A350 Community Group Terms of Reference.</li> </ul>	Clerk response to A350 CG
<p>8. Parish Council Projects</p> <p>October 2015</p> <p>July 2018</p>	<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> <ul 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> <li>Parish Clerk advised that Iwerne Minster Parish Council have abandoned the process of the Iwerne Minster Neighbourhood Plan. The Iwerne Minster Parish Council decided to abandon the Neighbourhood Plan process in February 2018.</li> </ul> <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>Cllr Milmer – to contact DCC Community Highways Officer to discuss the potential for proactive and sensible parking solutions when entering the Glebe road areas from Main Street.</li> <li>Clerk to identify installation date of the remaining village gateway, further advise DCC Highways of the 'wonky' installation of a gateway at the Ranston entrance to village and ask questions of DCC Highways regarding the Capital Maintenance programme and the inclusion of this village's roads and their surface dressing timescales.</li> <li>Cllr Hewitt indicated that the time for the Parish Council to review the implementation of a 30 m.p.h. Speed Limit in the village was due; particularly in light of the confusion of the recently installed derestricted roads signage.</li> </ul> <p><b>Telephone Kiosk</b></p> <ul style="list-style-type: none"> <li>Cllr Hewitt thanked Cllr Morris (for Jane Morris) her inspiration and dedication to the village book &amp; media exchange in the telephone kiosk. It has been a notable success to date.</li> </ul> <p><b>WW1 Commemorative Bench</b></p>	<p>Cllr Milmer</p> <p>Clerk – DCC Highways</p> <p>Cllr Hewitt October 2018</p> <p>Cllr Morris</p>

	<ul style="list-style-type: none"> <li>Clerk explained to the council the proposed arrangements for the accounting procedures of donated money for this community project. Council indicated its agreement for this process for accounting purposes. Cllr Hewitt has raised <b>£882.72</b> in donations for the WW Commemorative Bench. Cllr Hewitt requested the council consider the inclusion of a stainless steel plaque (<b>additional £45</b>) to be fitted onto the bench. Council to consider what element of the outstanding costs could be drawn from the council's community grant.</li> </ul> <p><b>WW1 Memorial Tree</b></p> <ul style="list-style-type: none"> <li>This will now be an Oak tree (and not the replacement Sycamore tree planted on the Glebe) to be planted on land owned by Mr N Smith, close to a public footpath or on land owned by the Ranston Estate (far end of the Fairfield), with an engraved brass plaque on a wooden stake. The council approved of proof No 2 for the inscription of this brass and wood memorial.</li> <li>Whole council asked to identify a suitable location for this tree.</li> </ul>	<p>Clerk – use of the INAZIN community grant – October 2018 agenda</p> <p>Clerk to Engraving world with approval for production.</p> <p>All councillors</p>
9. Finance Matters	<p>a. Annual Return 2017/2018 Certificate of Exemption status - Iwerne Courtney &amp; Stepleton Parish Council has considered the circumstances and conditions for completing the Certificate of Exemption AGAR Return 2017/2018. The council has met the criteria for opting for this status and wishes to exempt itself from external review for the AGAR Return 2017/2018. Part 2 page 3 of the AGAR signed by the RFO and Chairman and to be displayed on Parish website and noticeboard as soon as practicable. Copy to be sent to the external auditor and the internal auditor advised of this decision and action.</p> <p>b. Council approved payment to Iwerne Valley Lawn Maintenance – 3 cuts 8 &amp; 15 June and 25 July 2018 <b>£135</b></p> <p>c. Council to note payment to Sydenham's of Gillingham for play area replacement bark order – out of council action 24 August 2018 for <b>£366.60</b>.</p> <p>d. Council approved payment to Cllr Milmer costs for additional fixture equipment to install scramble net <b>£4.19</b></p> <p>e. Record of anticipated expenditure up to 19 September 2018 to be signed by the Chairman for RFO retention</p> <p>f. Budget setting – 2019-2020 – Clerk to email council with explanatory letter from Dorset Council.</p> <p>g. Clerk to arrange internal audit check with J P Consultants April 2018 - September 2018.</p> <p>h. Memorial Bench ring-fenced money held <b>£882.72</b>. Council requested to determine element of donation from INAZIN community grant at October 2018 meeting.</p>	<p>Clerk &amp; Cllr Hewitt</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>All councillors for October 2018 meeting</p>
10. Planning Matters	<p>a. <b>2/2018/0515/LITRA - Industrial Units, Newfield Lane, Shroton DT11 8QR - Proposal - Prior approval for change of use under the GDPO.</b></p> <p>b. Clerk's email 11 September 2018 to Courtney Developments refers.</p> <ul style="list-style-type: none"> <li>Courtney Developments (CD – Mr. T Stephens and his architect) have indicated their willingness to discuss the proposed development (prior to any application being submitted) with the council and interested residents close to the site of the proposed development. This discussion will take the format of an informal meeting for the council and nearby residents to consider the concept of and options of his proposed development.</li> <li>The Clerk has advised CD of the dates 2 &amp; 4 October 2018 for a potential meeting with an invitation to consider alternative dates if they are needed. .</li> <li>Once the Clerk has been advised of either 2 or 4 October the Parish Council and nearby residents will be advised of the date, time and location of this meeting. Shroton Village Hall (bookings) will be contacted</li> </ul>	<p>Clerk for SVHC</p> <p>Clerk to advise council of dates of CD's availability</p> <p>Clerk to confirm availability of the SVH for this meeting.</p>

	<p>by the Clerk should an alternative set of dates be required for this proposed meeting</p> <ul style="list-style-type: none"> <li>As this is an informal meeting between interested parties at the initial stages of a potential planning application, the Clerk will not be present to minute any point of the discussions. Cllr Gibson Fleming indicated his interest in attending this meeting whilst Cllr Hewitt and Cllr Morris may also be in attendance for the Parish Council.</li> </ul>	
11. Matters to be taken at the next Parish Council meeting	Cllr Hewitt applied for and was awarded WW1 silhouettes to use during the commemoration of the Great War, however these are not quite what was anticipated and the silhouettes will now be offered to the St Mary's Church flower team to use with the displays of flowers over the Armistice weekend.	Cllr Hewitt Clerk

The Presiding Chairman declared the meeting closed at 8:15 pm. The date of the next meeting: Wednesday 17 October 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 21/09/18

Draft