

## Iwerne Courtney & Stepleton Parish Council Meeting Minutes

**Date:** 20 July 2022

**Venue:** Shroton Village Hall

**Present:** Cllr Sullivan, Cllr Hewitt, Cllr Gibson Fleming, Cllr Gredley and Cllr Christmas

**In attendance:** Dorset Councillor Jane Somper

Agenda Item	Discussion Points	Council Action
a. Apologies	Councillor Barrett	
b. Minutes of Previous Meeting	The Minutes of the Parish Council Meeting held on 15 June 2022 having been previously circulated, were agreed and duly signed by the presiding Chairman, proposed by Cllr Hewitt and seconded by Cllr Christmas.	
c. Chairman's announcements	<p>a. Cllr Sullivan took this opportunity to thank the Clerk for her solid support for the Parish Council during her 20 years tenure as a councillor and latterly the Clerk and RFO.</p> <p>b. Cllr Sullivan invited Dorset Councillor Somper to present her report to the council.</p>	Clerk to promulgate Cllr Somper's Summer report 2022 to council
d. Declaration of Interests	Cllr Gibson Fleming – Item 7 C – Application for definitive map Modification Order T705	
e. Matters Arising	<p>a. Cllr Sullivan with the Clerk reported the vacancy situation of Clerk. The Clerk to submit details of post to SLCC for locum support and request details of membership of SLCC. Cllr Sullivan to assume the role of the Proper Officer of the council as an interim unpaid measure effective from 1 August 2022 and agreed by the council present. Cllr Sullivan provided details of an applicant who was interested in the role of Parish Clerk and RFO.</p> <p>b. Cllr Sullivan advised the council that the Community Led Housing initiative would be further discussed in December 2022.on the appointment of a new Clerk.</p> <p>c. Cllr Gibson Fleming – no report on the Application for Definitive Map Modification Order – T705.</p> <p>d. Clerk – Standing Orders and Financial Regulations will be submitted to the interim Proper Officer by 31 July 2022 for council approval and subsequent adoption by the council.</p>	<p>Clerk – external handover activities</p> <p>Clerk to advise DAPTC of Proper Officer arrangements</p> <p>Clerk – internal handover activities</p> <p>Cllr Sullivan</p> <p>Clerk for Proper Officer Aug 2022</p>

<p><b>6. Democratic Period:</b> a. Public &amp; Parish Council</p>	<p><b>Parish Councillors:</b> Cllr Hewitt asked Cllr Somper a question about the future and anticipated operation of Coombe House School (formerly St Marys, School, Shaftesbury) as the new school for children in Dorset with special educational needs and/or disabilities. Cllr Gibson Fleming advised Cllr Somper that the recently upgraded Dorset Council Planning website, particularly its functionality and capacity was disappointing and impeded public search use. Cllr Somper explained that there were still some issues to overcome with the planning website, but Dorset Council is determined to get this facility correct and effective for public use. Cllr Hewitt advised the council that £175 was raised in donations for the upkeep and maintenance of the community defibrillator with further donations anticipated. Cllr Gibson Fleming advised the council that a donation to the Blandford Food Bank was forthcoming after the Jubilee Beacon celebrations on Hambleton Hill 30 June 2022.</p>	<p>Dorset Cllr Somper – link to press release for Coombe House School</p>
<p><b>7. Correspondence</b></p>	<p><b>Emails received by the Clerk for statutory matters and council business are sent onto the Council by the Clerk and itemised for discussion at the next council meeting.</b></p> <p>a. Clerk’s email round ups sent between 16 June – 20 July 2022 acknowledged by council members at this meeting.</p>	
<p><b>8. Parish Council Representatives</b></p> <p>Clerk note: Gates on farmland are the responsibility of the landowner.</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>• Cllr Hewitt – refurbishment project signage – costs for notices to be taken September 2022</li> <li>• Cllr Hewitt – Play Area inspection completed 28 June 2022. Clerk has uploaded the full report on the Parish website <a href="http://www.shroton.org">www.shroton.org</a>. Council documents page.</li> </ul> <p><b>Parish Footpaths and Bridleways</b></p> <ul style="list-style-type: none"> <li>• Cllr Hewitt to maintain liaison with local farmers and landowners concerning livestock gates on designated public walking routes.</li> </ul> <p><b>Parish Council Website Development</b></p> <ul style="list-style-type: none"> <li>• No report from Cllr Barrett on proposed meeting with Mr. Jim Bird on assuming responsibility of the Parish website from October 2022.</li> </ul> <p><b>Dorset Council Highways</b></p> <ul style="list-style-type: none"> <li>• Cllr Gredley advised the council of the response from the Site Agent, Dorset Council about the assessment of the Glebe Road surface and its unsuitability for the repair work as promulgated in Public Consultation notice dated 10 May 2022 for proposed road works in Shroton.</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 in July 2022.</li> <li>• Clerk instructed to contact Iwerne Valley Lawn Maintenance to determine future cost of Glebe grass cuts on revision of the Glebe grass cutting contract.</li> <li>• Clerk instructed to contact Dorset Council Arboricultural Manager and book the recommended maintenance work on the Lombardy Poplars.</li> </ul>	<p>Cllr Hewitt September 2022</p> <p>Cllr Hewitt</p> <p>Cllr Barrett September 2022</p> <p>Clerk – copy of consultation notice to Dorset Councillor Somper</p> <p>Clerk for interim proper Officer 31 July 2022</p>

	<ul style="list-style-type: none"> <li>Clerk instructed to request guidance on the Ash tree (Sgl/442856) Tree No.3 in Inspection Report June 2021 after advice from Cllr Gibson Fleming.</li> </ul> <p><b>A350/C13 Community Action Group (CAG)</b></p> <ul style="list-style-type: none"> <li>Cllr Sullivan did not attend meeting with CAG 22 June 2022 in Stourpaine as the meeting was cancelled.</li> </ul> <p><b>DAPTC</b></p> <ul style="list-style-type: none"> <li>Clerk advised the council of the confirmed dates for Cllr Barrett and Cllr Christmas 'new councillor' training dates. Clerk unable to identify training dates book training dates for Planning training (Cllr Hewitt).</li> <li>Clerk advised the council that she had not received an invoice for the completed upgrade of the email address <a href="mailto:ivernecourtney@dorset-aptc.gov.uk">ivernecourtney@dorset-aptc.gov.uk</a></li> </ul>	<p>Clerk for interim proper Officer 31 July 2022 Council</p> <p>Cllr Hewitt to identify planning training dates Clerk for interim proper Officer 31 July 2022 – finance matter</p>
<p><b>9. Parish Council Projects</b></p>	<p><b>Village Projects</b></p> <p>a. <b>Village Traffic Calming Project</b> - Not taken at this meeting but to remain a visible agenda item for future discussion by the council.</p> <p>b. <b>Community recycling matters update</b> –Not taken at this meeting and to be removed from future agendas until directed.</p>	
<p><b>10. Finance Matters</b></p>	<p>a. Council to note Certificate of Exemption sent to SBL Audit Authority for AGAR 2021 – 2022 action. Clerk has supplied a copy of the AGAR 2021 – 2022 to the council members for information and retention. AGAR on the Parish website and noticeboard.</p> <p>b. Clerk submitted VAT Return for period 1 October 2021 – 30 June 2022 for <b>£2,269.04</b></p> <p>c. Council to approved membership to SLCC <b>£186</b> annual fee and <b>£12</b> registration fee. Clerk to apply for membership.</p> <p>d. Council approved payment to Iwerne Valley Lawn Maintenance for Glebe grass cutting 24 &amp; 31 May 2022 <b>£90</b></p> <p>e. Council approved payment to DAPTC Chairman's training session 23 June 2022 <b>£25</b></p> <p>f. Council approved payment to Play Inspection Company – annual play area inspection <b>£114.</b></p> <p>g. Council approved payment to Mrs. C Barrett – expenditure for plants for council's Glebe display during Jubilee celebrations <b>£29:58</b></p> <p>h. Council noted the submission of the Clerk's salary and Clerk's PAYE to be paid in August 2022 on completion of resignation notice 31 July 2022.</p> <p>i. Record of expenditure to 20 July 2022 to be signed by Chairman for RFO retention.</p>	<p>Clerk – 3 cheques dispatch</p> <p>Clerk to check for discount for DAPTC members</p> <p>Clerk to arrange 'out of council' salary and PAYE payment with approval of the interim Proper Officer and council</p>
<p><b>11. Planning Matters</b></p>		<p>Clerk for Planning North</p>

	<p>a. <b>P/HOU/2022/03067 - 25 Shroton Cross DT11 8QG</b> Application: Raise existing chimney height. Parish Council has no further comment or observations for this application.</p> <p>b. <b>P/FUL/2022/03711 – Jenmar, Telegraph Street, DT11 8QQ</b> Application: Demolition of the existing dwelling and erection of one replacement dwelling and garage. The council has no objection to this application; however, the council has noted the expanse of red brick and the number of windows for the application. The council requires an assurance that any proposed building materials will be considerate and sympathetic to the immediate neighbouring listed property in this conservation area. Clerk unable to add comments to planning portal as the comments box was closed at 9:20 pm 20 July 2022.</p> <p>c. <b>P/HOU/2022/04360 – 7 Old Mill Cottages, DT11 8TW</b> Application: Erect rear extension with associated alterations. The council has no objection to this application; however, the reporting Parish Councillor advised the council that whilst the application detail was missing from the planning portal, the personal details and payment method were displayed using the planning reference link provided. Clerk instructed to advise Planning Team (North).</p>	<p>Clerk for Planning North</p> <p>Clerk for Planning North</p>
<p><b>12. Other Matters for September and onwards</b></p>	<p>a. Parish Council's Jubilee tree purchase</p> <p>b. Laminated map of Glebe trees position and identification of species</p> <p>c. Bulbs for Spring 2023 (Cllr Hewitt to check minutes of agreed expenditure)</p> <p>d. Cllr Barrett – community orchard initiative</p> <p>e. Standing Orders – acceptance and adoption</p> <p>f. Financial Regulations – acceptance and adoption</p> <p>g. Glebe grass cutting contract for Nov 2022 – October 2025</p> <p>h. Finance matters - Internal Audit check No.1. ready for Internal Auditor (with Mrs Kingsbury for October 2022)</p>	<p>Interim Proper Officer September 2022 agenda x 8</p>

The presiding Chairman declared the meeting closed at 8:05 pm

No meeting anticipated for August 2022.

The date of the next Parish Council meeting is 14 September 2022

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