

Iwerne Courtney & Stepleton Parish Council Meeting Minutes

Date: 23 November 2021

Venue: Shroton Village Hall

Present: Cllr Hewitt, Cllr Gibson Fleming, Cllr Gredley, Cllr Barrett and Cllr Sullivan

Agenda Item	Discussion Points	Action
1. Apologies	Dorset Councillor Somper	
2. Minutes of Previous Meeting	The Minutes of the meeting held on 15 September 2021 having been previously circulated, were agreed; the presiding Chairman duly signed the minutes. Proposed by Cllr Barrett and seconded by Cllr Gredley. The Parish Council did not meet in October 2021.	
3. Chairman's announcements	<ul style="list-style-type: none"> a. The Play area refurbishment project is nearing completion. Preservative treatment of the new wooden play equipment is being costed. b. Cllr Hewitt will take up the council representative role for planning matters as received by the Clerk for consultation from Dorset Council. 	
4. Declaration of Interests	None declared	
5. Matters Arising	<ul style="list-style-type: none"> a. Clerk to produce the council's New Code of Conduct using the NALC Model LGA Code June 2021 for review and adoption at the December 2021 council meeting. b. Clerk to investigate non receipt of digital Register of interests link for Cllr Gibson Fleming 	<p>Clerk</p> <p>Clerk</p>
6. Democratic Period: a. Dorset Councillor Somper b. Public & Parish Council	<ul style="list-style-type: none"> a. Dorset Councillor Somper (Beacon Ward), provided the Council with her Beacon Ward report prior to the meeting. The council had no questions or comments for this report. No items from the council members taken for discussion. Clerk to seek explanation for the qualifying parameters for village road resurfacing in the Parish and to determine what a 'garden licence' is 	<p>Clerk December 2021</p>
7. Correspondence	<p>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.</p>	

	<p>a. The council is not minded to contribute to the Blandford Town Council request for support for the public toilets in the forthcoming Precept setting.</p> <p>b. Council to inspect the Parish salt bins for the 2021/22 season and advise of any council requirement at the December 2021 meeting.</p> <p>c. Clerk to display the information on The Royal British Legion – Blandford & District Veteran’s Hub on the Parish website and noticeboard. Further information in Shroton Lines.</p> <p>d. Clerk’s email round ups sent between 9 September and 23 November 2021 acknowledged by the council.</p>	<p>Parish Council</p> <p>Clerk</p>
<p>8. Parish Council Representatives</p>	<p>Parish Council Representatives – Councillors to advise on areas of representation as appropriate or discuss matters pertinent to representative role:</p> <p>Play Area Report</p> <ul style="list-style-type: none"> • Cllr Hewitt and Cllr Barrett acknowledged the success of the refurbishment project and noted the anticipated additional work by Active Garden Ltd to sign-off the project. • Cllr Hewitt requested funding for the purchase of preservative treatment of new wooden play area equipment. Matter taken at Finance item 10c. • The refurbishment signage for the play area was not discussed at this meeting, and carried over to the December 2021 meeting. • The Clerk has revised the council’s Assets and Property Register October 2021, the Chairman’s & Clerks signatures and date amended. • The Clerk requested photographs of the new play and the old relocated (within the play area) equipment for the property register, valuation and insurance descriptions. • Cllr Gibson Fleming to liaise with play area representatives for the siting of the play area donation box, a gift from the Ranston Estate. Suggestions for the siting of this box include beside the gate to the play area or along the entrance gateway fencing. <p>Parish Footpaths and Bridleways</p> <ul style="list-style-type: none"> • No further comments or recommendations on the Dorset Rights of Way Improvement consultation. <p>Parish Website Development</p> <ul style="list-style-type: none"> • Cllr Hewitt advised the council that in her opinion the cost of the replacement website and email addresses for the council was prohibitively expensive. DAPTC has advised Cllr Hewitt that the regulations for determining and developing a website that is truly accessible and inclusive are unlikely to be ‘policed’. Cllr Barrett reminded the council that legislation was in place regarding accessibility issues, and that the council had a duty to ensure that its website was accessible to 	<p>Cllr Barrett -provide details of the additional work December 2021</p> <p>Clerk – Precept calculation</p> <p>Clerk</p> <p>Cllr Hewitt</p> <p>Cllr Gibson Fleming</p>

	<p>all. All UK Public Bodies, which includes parish, town, borough and city councils, must comply with the legal requirement to meet the accessible standards of their website.</p> <ul style="list-style-type: none"> • The Clerk has spoken with the current website administrator who is aware of discussions and potential development of a new Parish Council website. The Clerk advised the council that funding for the existing website should remain in place until such time as the potential new website is taken on and in operation. • Cllr Barrett to contact DAPTC to determine cost and discuss the need for individual council members dedicated email addresses. Clerk advised reference to earlier emails on this subject when contacting DAPTC. <p>Dorset Council Highways</p> <ul style="list-style-type: none"> • Cllr Gredley reported a successful meeting with the Community Highways Officer where named locations would be subject to pot-hole treatment and road surface improvements in the Parish as well as being identified for future long-term maintenance work. Park Farm approach road to farm buildings, the distressed road surfaces around Bessells Lane, Newfield Lane, (particularly the road adjacent to the cricket pavilion), Marysfield, the Main Street Road from the Ranston Estate office through to the Cross at Hellum Farm House and the access road to the Everley community and pothole locations identified in Farrington. <p>Dorset Council Parking Consultation</p> <ul style="list-style-type: none"> • The Blue Badge holder's consultation is now at the draft stages and requires further feedback to ensure that the proposed parking charges and its reviewed conditions will be appropriate for Blue Badge holders. This proposed policy will cover Dorset Council car parks. <p>The Glebe matters & Glebe Trees (inc. Parish Trees)</p> <ul style="list-style-type: none"> • Cllr Sullivan confirmed local inspections of Glebe trees in October and November 2021. • Cllr Hewitt requested funding for purchase of spring bulbs for the Glebe. Council to agree amount and include in Precept calculations. • Clerk has requested a date and cost for the yearly inspection of the Lombardy Trees on the Glebe. <p>A350/C13 Community Action Group (CAG)</p> <ul style="list-style-type: none"> • Cllr Sullivan provided an overview of the meeting of the Dorset Police & Crime Commissioner on 28 September 2021. Matters discussed included rural crime initiatives, proposed use of noise technology to overcome motorcycles noise pollution and the increase in the number of police in rural crime teams. Cllr Sullivan informed the council that a considerable amount of the meeting had focussed on the A350/C13 and the options surrounding the future of the A350 as a strategic North/South route. 	<p>Cllr Barrett</p> <p>Cllr Gredley situation report December 2021</p> <p>As discussed at APM May 2021 – amount to be decided for Precept 2022-2023 December 2021 Clerk December 2021</p>
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	<ul style="list-style-type: none"> • Cllr Sullivan advised the council on the options for local communities (who form the A350/C13 CAG) and asked the council to: <ol style="list-style-type: none"> a. consider whether it agreed to making the current advisory mandatory through a one-way weight restriction, b. whether it would be beneficial in the operation of a mandatory system to remove the pinch points at Melbury Abbas c. whether this council would in principle, be prepared to consider financial options to explore the trialling of equipment to address these issues. • The council supported the above initiatives. <p>Shroton Village Hall</p> <ul style="list-style-type: none"> • No report for this meeting. <p>DAPTC</p> <ul style="list-style-type: none"> • Clerk reminded the council of the additional dates for New Councillor training. • Clerk advised the council of a proposed increase in the membership fees of the DAPTC. 	<p>New councillors' attention Precept consideration</p>
<p>9. Parish Council Projects</p>	<p>Village Projects</p> <ol style="list-style-type: none"> a. Village Traffic Calming Project - Not taken at this meeting. b. Litter Picking – Cllr Barrett to advertise the next litter pick in Spring 2022. c. Village recycling – Not taken at this meeting 	<p>Cllr Barrett</p>
<p>10. Finance Matters</p>	<ol style="list-style-type: none"> a. Revised Bank of Scotland Mandate Form completed and dispatched 18 November 2021. Cllr Hewitt and Cllr Gredley are the signatories for the Parish Council bank account. Previously named signatories (2016) have been removed from the 2016 Mandate Form except Cllr Hewitt. b. The Conclusion of Audit Notice and Certificate for the AGAR 31 March 2021 received and displayed on the Parish website and noticeboard. c. Precept discussion for council review and input for calculating Precept 2022 – 2023 included revised figures for <ul style="list-style-type: none"> • Clerk's expenses & stationery £50 - new • External Audit fee £260 • Glebe Maintenance (Grass Cutting & Furniture) £600 • Glebe Maintenance (Trees) £1000 • Defibrillator upkeep £100 - new • Nil figure for play area refurbishment – use reserved funds • Nil figure for play area on-going maintenance costs – use reserved funds • Nil figure for councillor training costs – use reserved fund 	<p>Clerk</p> <p>Clerk</p> <p>Council discussion 16 December 2021</p>

	<p>d. Council acknowledged advice notice from Dorset Council payment of 2nd precept instalment 2021 – 2022 £4,312.50</p> <p>e. Council acknowledged receipt of VAT refund – 30 March 2019 to 30 September 2021 £1,190.83</p> <p>f. Clerk to apply for further VAT refund once Finance Item 10 has been resolved.</p> <p>g. Report of 6 monthly internal audit inspection 11 October 2021 included advice to the Clerk for claiming expenses and for the council to consider how the reserve funds are to be utilised for future projects and associated costs.</p> <p>h. Council approved payment to Active Garden Ltd £11,702.58 and the third re-issue of a cheque (620) to replace the 'unaccepted' cheques (618 and 619) for this payment.</p> <p>i. Council approved payment to Iwerne Valley Lawn Maintenance £45 8 October 2021</p> <p>j. Council approved payment to PKF Littlejohn LLP – Limited assurance review AGAR 31 March 2021 £240</p> <p>k. Council approved payment to Mr. N Smith Parsonage Bessels Allotment fees for October 2021 – September 2022 £140</p> <p>l. Council approved payment to J Mustey Services – play area refurbishment work £850 (not registered for VAT)</p> <p>m. Record of expenditure to 23 November 2021 signed by Chairman for RFO retention.</p>	<p>Clerk Clerk</p> <p>Clerk – cheques x 5</p> <p>Clerk – receipts/invoice log</p>
	<p>a. P/PABA2/2021/01781 - Deer Farm Gallows Corner to Farrington - Gallows Lane Farrington DT11 8RA - Erection of agricultural building. The above application has been received. The Parish Council is being notified for information purposes. This application is not a planning application but a request for a legal determination of the Council as to whether or not Prior Approval is required for the proposal. No further comment from the council regarding the Clerks 3rd letter and imported on the Dorset Council planning portal 14 October 2021.</p>	
<p>12. Other Matters</p>	<p>a. Platinum Jubilee Event</p> <p>b. Parish Council website</p> <p>c. Precept discussion</p> <p>d. Play area signage</p>	<p>Council Cllr Barrett Clerk with council Cllr Hewitt</p>

The presiding Chairman declared the meeting closed at 8:25 pm.

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

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