



# MILBORNE ST ANDREW PARISH COUNCIL

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**Minutes of the Full council held at the Village Hall, Milborne St Andrew  
On Wednesday 15<sup>th</sup> September 2021 commencing at 1900 hours**

**Present:**

**Cllr's Macnair, Redding, Witherden, Williams, Stephens, and Head**  
10 members of the public

**Full Council**

**1. Apologies for absence**

Cllr Parker (DC) sent apologies.

**2. Declarations of pecuniary or other interest**

Cllr Macnair declared a non-pecuniary interest in item 10a as a close neighbour.

**3. Minutes of the previous meeting held on 21<sup>st</sup> July 2021**

It was noted that item 12 had not been updated from a draft.

The Clerk apologised and read out item 12 from the corrected version.

**The minutes were therefore approved as a true and accurate record of the meeting.**

**The Chair would sign a fresh set of minutes at the next meeting.**

**4. Matters arising from the minutes**

The Clerk confirmed that the litter bin at the bottom of Hopsfield had been moved by members of the public at not cost to the Parish Council.

The new litter bin at the Parish Pit has still yet to be installed; DWP cited manning issues within the department as the reason.

It was also confirmed that new memorial bench at Hopsfield had been installed.

Again, this was installed by members of the public with only materials billed for.

**5. Chair's update**

The Chair had received positive communications in relation to the spraying and sweeping of the pavements, which has now completed by Dorset Council.

Also, concerns had been raised as to blocked drains, especially with the harvest having just been brought in with the amount of straw that come off the lorries. Councillors also observed that there were also fallen leaves issues to add into mix.

It was concluded that any blocked drain or gully must be reported to Dorset Council. The Chair had personally reported a couple of blocked drains in the last week.

It was also noted that the ward Councillor, Emma Parker, often had simultaneous meetings on dates set as MSA PC Full Council meeting dates; Members agreed to ask Emma what more appropriate dates for her would be.

**6. Public participation**

Concerns were made by members of the public as to river clearance not being conducted, and that it should have been postponed and not cancelled.

The Chair explained that the Parish Council had no jurisdiction on this matter, and that the flood wardens were volunteers who had deemed the site unsafe to do the work.

He continued by saying it was the riparian owner's responsibility to ensure the stream flowed without obstruction.

The Parish Council had asked both the Environment Agency and the flood wardens for the reason the clearance had not been conducted but had received no answers.

Concerns from the public must be raised through the landowner and the Environment Agency.

When asked if villagers could clear out the stream, it was confirmed that they must have the landowners consent and work within the practices of the Environment Agency's for the protection of the water vole's habitat.

## **7. Correspondence report**

### **a. Community Governance Review**

The Parish Council were happy with the current makeup of 7 councillors representing the whole of the village and with the current boundary set up.

### **b. Bus Back Better**

This consultation between government and Dorset Council has been completed. The findings will be published in due course.

### **c. Flood warden update about river clearance**

There is further to add to item 6 above.

It was mentioned by a member of the public that the reason for the cancellation were due to high water levels and depth of the silt.

### **d. Spoil heap at Huntley Down**

The Clerk had received numerous complaints as to this.

These have been escalated to the enforcements team at Dorset Council.

The current response is that the area is a Work in Progress and no planning matters have been broken.

### **e. Community Event for Jubilee**

Amy Stephens will speak to various organisations and societies as to their ideas on the above which the vision of coordinating events.

## **8. Parish Councillors and representatives' reports**

The Clerk spoke on 2 matters on Rights of Way.

### **a. Trench across the bridleway at the top of Coles Lane.**

The Clerk had met with the senior ranger from Dorset Council regarding the above.

It was agreed that the trench deemed needed for water run off from the barn and fields by the landowner responsible was not required as there is a natural gully was just down the track.

The ranger would again speak to the family.

### **b. The falling wall at the back of Orchard Rise.**

The Clerk and ranger moved onto 'Coffin Path'.

It was agreed this was now a public safety hazard, as the concrete wall and posts were only held in by the wire.

The ranger spoke to the landowner and requested that the area be made safe.

## 9. Dorset Councillors report

Cllr Parker was not present or had sent in a report.

However, she wished to note the following:

- a. The planning team were still behind schedule, but extra resources had been added.
- b. DWP were prioritising domestic waste collection. This is due to lack of staff.
- c. A report on Bus Back Better was due at the end of September.

## 10. Planning matters

- a. **P/HOU/2021/02171**      **2 Weatherby Close**  
**Erect single-story extension and pitched roof**

This application was supported.

- b. **P/PABA/2021/03295**      **Deverel Farm**  
**Erect Grain Store**

This application was supported.

- c. **P/FUL/2021/01651**      **Land North and East of Business Centre A354**  
**Use of land as informal space (SANG)**

This application was supported.

## 11. Financial update

### a. Payments for authorisation

A total of **9 payments (PV 15-23)** totalling **£ 2486.06** were approved and authorised for payment.

### b. Half year financial report

<b>Income</b>	£ 8545.04
<b>Expenditure</b>	£ 7642.24
<b>Budget</b>	50.59% at the end of accounting period 6 (50%)
<b>Cash flow</b>	Sits at £ 18107.66
<b>Reserves</b>	The general reserve sits at £ 10044.13

The RFO was content with the finances.

## 12. Neighbourhood Plan and Conservation Area Appraisal updates

This item was moved to the next meeting.

## 13. Parish Council risk assessment discussion and ratification

This item was moved to the next meeting as some minor amendments needed to be worked through.

## 14. Restatement of AGAR

As per the internal audit, the Accounting Statement was adjusted as follows:

Item 4	Staff costs reduced from £ 2960 to £ 2822
Item 6	all other payments increased from £ 10440 to 10578

**This was unanimously approved.**

**15. Funding towards the front gate lock of the Milborne St Andrew Sports Club**

As part of the lease agreement between the Sports Club and Parish Council, the cost of gate maintenance would be split

**It was therefore unanimously agreed to pay £51.30 to the MSA Sports Club.  
The cost being taken from the Community Asset Fund.**

**16. Discussion on community use of s106 funds from Huntley Down**

A paper was produced showing provisional figures that could be available to the Parish for community projects:

Cllr Witherden talked through the provisions of the Neighbourhood Plan and draft consultation on the review. Both supported that those funds were made available to enhance traffic management, flow, and pedestrian safety through the village on the main A354.

Funds allocated were as follows:

Facilitation of access	£104972.55
Maintenance of community facilities	£12205.25
Rights of Way	£ 564.00

**The Parish Council unanimously agreed to continue to consult with Dorset Council to ensure these funds are allocated to these projects.**

**17. Internal auditor's contract**

Further to the discussions as the previous meeting, it was agreed that the current internal audit regime, although factually accurate, extended beyond the needs for a small Parish Council, and thus - based on an hourly rate was not good value for the taxpayer of Milborne St Andrew.

**It was unanimously agreed to terminate the contract, and to repay, on production of an invoice, the discount of 2.5% for the multiyear contract.**

**The Chair will write to the auditor.**

**18. To formalise the job specification and working hours for the Parish Clerk, and Council procedures, as discussed at the Ways of Working Group**

The Chair outlined the discussions from the Ways of Working Group. The following was proposed.

- The Clerk's hours increased from 20 hours a month to 8 hours a week.
- After completion of the DAPTC job evaluation, the group agreed that the base points accrued for the role of the Parish Clerk scored at 19. It was also agreed that an additional 2 points for experience would be awarded thus, the Parish Clerk regraded at SCP 21.
- That a Clerk's report is included in the agenda. This will replace matters arising from the minutes, correspondence, and will also provide an update on matters that have occurred between formal meetings.
- To use social media (Facebook), more, enabling the Parish Clerk to inform and signpost parishioners to the relevant authority or organisation.

**All of the proposals were accepted in full and unanimously agreed.**

**The additional wages for 202/21 would be met from general reserves. This figure was estimated at £2440.**

**This would be effective from 01<sup>st</sup> October 2021. A new contract would be signed.**

**19. Items for the next meeting**

Data Protection Legislation

Dates of meeting to reflect incorporating the Ward Councillor

Parish Council risk assessment discussion and ratification

Neighbourhood Plan and Conservation Area Appraisal updates

**20. Date of next meeting**

**13<sup>th</sup> October 2021**

**Milborne St Andrew Village Hall at 7pm**

There being no further business the meeting closed at 2017 hours.

**Richard Macnair**

**Chair to the Milborne St Andrew Parish Council**

