MILBORNE ST ANDREW PARISH COUNCIL

www.milbornestandrew-pc.org.uk

Minutes of the Full council held at the Village Hall, Milborne St Andrew
On Wednesday 13th October commencing at 1900 hours

Present:
Cllr's Macnair, Redding, Williams, and Stephens
6 members of the public
Cllr Emma Parker (Dorset Council)

Full Council

1. Apologises for absence
Cllr's Cherry, Witherden, and Head sent apologises.

2. Declarations of pecuniary or other interest
There were no declarations made.

3. Minutes of the previous meeting held on 15th September 2021
These were approved as a true and accurate record of the meeting.

4. Clerk's report
The report with Council comments is attached at Annexe A.

5. Chair's update
The Chair had not attended any external meetings. Residents had contacted him with regards to the map relating to the SANG application which was published in the Reporter.
Member of the public were advised to comment on applications with the Dorset Council website.
It was also requested that new applications could be placed on the noticeboards and uploaded onto the website and community Facebook site.
The Clerk would facilitate this.
Note to Reporter: It was also mentioned if future graphics could be clearer.
This was mentioned from a member of the public.

6. Public participation
It was requested that the Parish Council consider live steaming meetings as some people either could not attend or where still sceptical about going about out to COVID19.
It was agreed to discuss this at the next meeting.

7. Parish Councillors and representatives' reports
Cllr Stephens confirmed that a number of people and groups wished to come together for a one-off event for the Jubilee.

Cllr Williams had conducted a defibrillator check. All was in order with the exception of the one at the shop where an issue with the case was fixed.

8. Dorset Councillors report
The bus back better consultation report had been distributed. In short, the public requested more buses, to more places, running more often, especially at weekends and later in the evening.

It was also mentioned that the Dorset Social Housing list application window had been extended until 01 Dec 21.

It was also mentioned that the Winterbourne Whitechurch Parish Council had been dissolved.

9. Planning matters

There were no new applications.
However, application P/FUL/2021/02295, extension to Car Park at Village Hall had arrived.
Members agreed to ask for an extension in order to discuss this at the next meeting.

10. Financial update

a. Payments for authorisation

There were 4 payments (PV's 25-28) totalling **£ 1473.21.**
These were all approved and authorised.

The RFO stated that all cost centres were in line with budgets.
The general reserve sat at **£ 9942.19** with cash flow of **£ 22839.05**

11. Neighbourhood Plan and Conservation Area Appraisal updates

The working group were behind where they would like to be.
A SEA check was being put in place.
The working group had received correspondence from the Village Hall regarding community facilities.
A revised draft of the Neighbourhood Plan would likely be brought to Council for approval in December.

12. Parish Council risk assessment discussion and ratification

Amendments to the risk assessment included back up cloud storage for data, VISA card use, management of contractors and the creation of a risk assessment form for groups looking to use the council's insurance.
This risk assessment was ratified and adopted by members and to be reviewed at the AGM.

13. Data protection policy

This policy was ratified by members and is to be reviewed at the AGM.

14. Schedule of meeting changes to reflect availability of the Ward Councillor and Parish Magazine deadlines

A brief discussion amongst Councillors resulted in the same resolution.
Both Cllr Parker and the deadline for the Reporter both indicated that a more suitable time for the monthly Parish Council meeting would be the first Wednesday of each month, starting at 7pm.
This was unanimously agreed, pending availability of the Village Hall.

15. Remembrance Day – funding request for pre-event social

Mr Lewin confirmed that post Remembrance Service, all parishioners would be invited back to the Village Hall for light refreshments. Up to £100 was requested from the Community Fund in order to purchase food and drink. It was noted that many pledges had already been made to bake cakes and supply coffee so most of the funds were likely not be needed.
A sum not to be exceeded was unanimously approved.

16. Community Grant Funding window and applications

It was unanimously agreed to open the window with immediate effect.
The closure date was confirmed as 24th November 2021.

17. Articles and reports to the Reporter

The Parish Council were extremely appreciative of the write up supplied by Mr Ed Richards in the Reporter.

However, this only represented a snapshot of the Parish Council activities, and thus it was suggested that an article, providing past and future endeavours of the Parish Council be submitted.

This was unanimously agreed, with the Clerk to provide the write up.

This would be in addition to the article by Mr Richards.

18. Code of Conduct training – 18th October 2021

Members were reminded of the training commencing at 6:30pm.

19. Items for the next meeting

Clearance of land on the Right of Way by Homefield

Initial Precept discussion

Streaming of Parish Council meetings

20. Date of next meeting 03rd November 2021
Milborne St Andrew Village Hall at 7pm

There being no further business the meeting closed at 2045 hours.

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

Annexe A to Full Council dated 03rd November 2021

Milborne St Andrew Parish Council

Clerks Report

October 2021

Update from the minutes

1. Letter sent by Chair to auditor
   The letter had been acknowledged by the auditor

2. Litter bin at the Parish Pit
   This has been installed (albeit not in quiet the right place). Members happy with the alternative location.

3. SANG update
   The Clerk met with the Dorset Council ranger, who in turn would help guide on a management plan for the location.

4. Stream clearance
   This has been completed.

5. Trench at Coles Lane
   The Dorset Council ranger will be sending an enforcement letter.

Correspondence

1. Email and attachments from Sports Club regarding barn style structure (to Councillor)
   Councillors were concerned that the latest structure bears no resemblance to the original discussed at the on-site meeting in May. The current idea now appears to be for a larger permanent structure, requiring significant ground works and artificial flooring.

2. Request from Blandford Town council for public toilet grant
   Members agreed that grant funding should remain within the Parish.

3. The Dorset Rights of Way Improvement Plan consultation
   Members agreed that the Clerk should respond on behalf of the Parish including proposals and ideas laid out in the neighbourhood plan.

4. Spoil heap complaint (from residents)
   These were formally acknowledged. See Other Matters (2).

5. Reply letter from auditor
   The reply was formally acknowledged and distributed to Councillors.
   The following statement was read out.

   ‘The Parish Council acknowledges the reply letter from the internal auditor.

The Parish Council have at no point challenged the quality of service provided by the internal auditor.
The Parish Council is therefore sorry if any offence has been taken by the internal auditor on the account made in the Reporter'.

6. Letter from Wyatt Homes regarding Blandford Hill north planning application
This letter was acknowledged and distributed. It was noted that the application was still live, so no further comments were made.
It was requested this letter was sent to the NPWG.

7. Email to Councillor regarding access from Camelco to Sports Ground
Members accepted that a pedestrian access was part of the planning application. Vehicular access was a matter between the allotment holders and the developer.

8. Email from Sports Club regarding cheque (to Clerk)
A complaint had been received that the cheque was made payable to the Sports Club and not the individual, as requested. Members agreed that this was the correct course of action as the agreement was with the Sports Club.
It was noted that the cheque was now cashed.

9. Email to Councillor from Sports Club regarding new gate locking mechanism
Councillors raised concerns on the following matters:
    a. **GDPR implications of holding personal data**
    b. **It would not improve security**
    c. **Would not improve community access unless every household had a code**
    d. **Although noted it would be funded by the Sports Club, it was suggested that the Parish Council liability would need to be formally capped at the lower of £50 or half of any future repair costs**
    e. **The allotments did not seem bothered either way**

10. Website contact regarding inconsiderate parking on Blandford Hill
This matter was forwarded to 101

11. Digital Register of Interests from Dorset Council
This would be completed by the Parish Clerk

12. Message from Governors of Yeovil hospital
This was acknowledged with no further action

13. Funding towards dog bag dispenser at the Village Hall
It was agreed this could be applied for via the Community Grant Funding Scheme

14. Report from Sports Club information paper
The report was accepted at face value. The following points were noted.
    a. **The Parish Council would always work closely together with all clubs, societies, and groups within the Parish.**
    b. **The Parish Council congratulated the Sports Club on receipt of the grant.**

c. **The outside toilet is a good idea for the community, providing that open access was given to all.**
d. **The NPWG had been forwarded the document for future reference.**
e. **The Parish Council wished to express the relationship was a "Landlord – Tenant" one, governed by the leas agreement, rather than a "Landlord v Tenant" relationship**
f. **The Parish Council would consider each matter or project on its merit**
g. **The Parish Council were some what confused on the statement of 'the Village Hall has the Parish Council in its back pocket' reported as having been made by Mr Lock on the village Facebook page**

15. Funding towards toilet block at Sports Club
It was agreed this could be applied for via the Community Grant Funding Scheme

16. Email from Sturminster Marshall Parish Council regarding maintenance of Sports Ground
This was forwarded directly to the Sports Club

Other Matters

1. Coffin Lane made safe
The worst of the concrete slabs had now been removed by DC rangers and the landowner.

2. Spoil heap (Amy)
Cllr Stephens had spoken the developers who were very aware of the concerns of residents. It was confirmed that the groundwork was soon.
It was confirmed that the current spoil heap at the site will be redistributed around the area.
In addition, it was confirmed that a storm trench has be dug to prevent runoff into the current sewage / water networks.
Looking ahead, the developers are going to build a bund (1.2m high) around the edges of the site which will include a facility to ensure the water either soaks into the ground or is gathered and directed into the system. It is understood there will be a control mechanism that will make sure that the water does flash down the hill.

3. Discussion with contractor on grass cutting and tiding throughout the village
The Clerk had spoken to the contractor, and it was confirmed that two cuts remained. One would be done late October / early November and the last in early March 22.
Members were content with the works completed.

4. Donation towards Community bench
It was confirmed that the bench had arrived, and a donation received towards it.
The location was the Jubilee Stone and the plaque to read:

'Lest We Forget'

The contractors will install on a materials basis only