

# MILBORNE ST ANDREW PARISH COUNCIL

[www.milbornestandrew-pc.org.uk](http://www.milbornestandrew-pc.org.uk)

Dear Councillor,

You are summoned to attend a meeting of the **Parish Council** to be held on **Wednesday 07<sup>th</sup> June 2023 at 7.00pm** in **Milborne St Andrew Village Hall**.

Absence should be given to the Clerk/Chair prior to the meeting.

*Wayne Lewin*

Parish Clerk and Responsible Finance Officer

*The meeting is open for members of the public and press to attend. Members of the public are invited to ask questions of the Council concerning Agenda items or other matters. During the meeting, with permission of the Chair, any member of the public may comment on an issue being debated by the Council to provide information or clarification. This facility will normally be limited to a maximum of three minutes per person on the subject being debated.*

## Full Council

1. Co-option of Parish Councillor for Milborne St Andrew
  2. Apologies for absence
  3. Declarations of pecuniary or other interest
  4. Minutes of the previous meeting held on 03<sup>rd</sup> May 2023  
Minutes of Annual General Meeting held on 03<sup>rd</sup> May 2023
  5. Clerk's report
  6. Chair's update
  7. Public participation (items on the agenda)
  8. Parish Councillors and representatives' reports that effect Parish Council matters
  9. Dorset Councillors report
  10. Planning
  11. Financial matters
    - a. Payments for authorisation
  12. Rental charges for Sports Club and Allotments for the financial year 23/24
  13. S106 application for outdoor table tennis tables from the Village Hall
  14. Closure of Kings Coronation reserve
  15. Widening of pavement on A354 next to public house
  16. Outcomes and proposals from speed wires on Causeway
  17. Public participation (items not on the agenda) – for discussion only
  18. Items for the next meeting
  19. Date of next meeting
- 05<sup>th</sup> July 2023  
Milborne St Andrew Village Hall at 7pm

W LEWIN

Parish Clerk

01<sup>st</sup> June 2023



# MILBORNE ST ANDREW PARISH COUNCIL

[www.milbornestandrew-pc.org.uk](http://www.milbornestandrew-pc.org.uk)

Minutes of the Full council held at the Village Hall, Milborne St Andrew  
on Wednesday 03<sup>rd</sup> May 2023 commencing at 1900 hours

## Present:

Cllr's Richard Macnair, Amy Stephens, Caron Redding, Jayne Williams, and Jane Macleod

17 members of the public

Cllr Emma Parker (Dorset Council)

## Full Council

### 1. Apologies for absence

Cllr Batchelor sent apologies.

### 2. Declarations of pecuniary or other interest

Cllr's Macnair and Stephens declared interests in agenda item 9a.

### 3. Minutes of the previous meeting held on 15<sup>th</sup> March 2023

These were signed as a true and accurate record of the meeting.

### Minutes of the extraordinary meeting held on 05<sup>th</sup> April 2023

These were signed as a true and accurate record of the meeting.

### 4. Clerk's report

The Clerk updated members on update from the minutes, correspondence and other matters.  
There were no questions.

### 5. Chair's update

The Chair had nothing further to report from the update at the Annual Village Meeting.

### 6. Public participation (items on the agenda)

There were no matters at this point.

### 7. Parish Councillors and representatives' reports that effect Parish Council matters

There were no matters to report.

### 8. Dorset Councillors report

A report had been sent and distributed.

Discussions ensued as to the HiP on Coles Lane and the lack of planning at Fox View.

Councillors thanked the Ward Councillor for all her efforts on these matters, noting that everything that could have been done, had been done.

Cllr Redding took over as Chair of the meeting due to the declaration made at agenda item 2.

### 9. Planning

#### a. P/HOU/2023/01207

Amberhaze, Little England, Milborne St Andrew, DT11 0JU

Replace roof and dormer windows. Install double glazed French doors and new windows. Construct a balcony on west side of roof. Replace existing conservatory roof with clay tiled gable ended roof.

The logo of Milborne St Andrew Parish Council is a shield-shaped crest. At the top, there is a green hill with five stylized trees. Below the hill, the shield is divided into four quadrants by a white saltire (X-shape). The top-left and bottom-right quadrants are light blue, while the top-right and bottom-left quadrants are light green. In the center of the shield, there is a white stylized 'A' that overlaps the saltire. The shield is flanked by two white pillars.

Members were in support of the application.

Cllr Macnair resumed Chair of the meeting.

**b. P/NMA/2023/01867**

**The Old Rectory, Chapel Street, Milborne St Andrew. Blandford Forum, DT11 0JP  
Nonmaterial amendment - Alterations to windows, openings and inclusion of internal floor layout and addition of solar panels to planning permission 2/2000/0595 (Change use of converted holiday unit to dwelling)**

Members were in support of the application.

**10. Financial matters**

**a. Payments for authorisation**

There were **7** payments (**PV 5-11**) totalling **£ 1563.34** that were authorised and approved for payment.

**11. Public participation (items not on the agenda) – for discussion only**

Concerns were raised of the HiP on Coles Lane.

It was requested that a letter was sent to the Parish Council with a view to further discussion at the next meeting.

**12. Items for the next meeting**

There were no matters at this time.

**13. Date of next meeting**

07<sup>th</sup> June 2023

Milborne St Andrew Village Hall at 7pm

**There being no further business the meeting closed at 2005 hours.**

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



# Milborne St Andrew Parish Council

## Minutes of the Annual General Meeting Held on Wednesday 03<sup>rd</sup> May 2023

### 1. CONFIRMATION OF ELECTION OF CHAIRMAN

#### 1.1 To elect Chairman

Cllr Macnair was proposed and seconded and duly appointed Chair of the Parish Council.

#### 1.2 To receive Chairman's Declaration of Acceptance of Office

This was signed by the Chair and endorsed by the Clerk.

### 2. CONFIRMATION OF ELECTION OF VICE CHAIRMAN

#### 2.1 To elect Vice Chairman

Cllr Redding was proposed and seconded and duly appointed Vice Chair of the Parish Council.

#### 2.2 To receive Vice Chairman's Declaration of Acceptance of Office

This was signed by the Vice Chair and endorsed by the Clerk.

### 3. APPOINTMENT OF OFFICERS AND BRIEF HOLDERS

#### 3.1 Rights of Way Officer

Cllr Macnair was appointed to this role.

#### 3.2 Flood Liaison Officer

Mr Johnson was appointed to this role.

#### 3.3 DAPTC representative

There were no takers for this role.

#### 3.4 Highways Officer

Cllr Macnair was appointed to this role.

#### 3.5 Milborne St Andrew Village Hall Management Committee representative

Cllr Stephens was appointed to this role.

#### 3.6 Neighbourhood Plan review representative

Mrs Witherden was appointed to this role.

#### 3.7 Milborne St Andrew Sports Club representative

There were no takers for this role.

#### 3.8 Defibrillator representative

Cllr Williams was appointed to this role.

#### 3.9 Internal auditor

Mr Paul of JP Consultants was appointed to this role.

#### 3.10 SID and speed watch coordinator

Mrs Sue Lawson was appointed to this role.

#### 3.11 Responsible Finance Officer

Mr Wayne Lewin was appointed to this role.

#### **4. APPROVAL OF REGULATIONS AND DOCUMENTS**

##### **4.1 Standing Orders (rev)**

These were approved.

##### **4.2 Code of conduct**

These were approved with no amendments.

##### **4.3 Financial regulations**

These were approved with no amendments.

##### **4.4 Risk assessments**

These were approved with no amendments.

##### **4.5 Freedom of information requests**

This was approved with no amendments.

##### **4.6 General data protection regulation**

This was approved with no amendments.

##### **4.7 Complaints procedure**

This was approved with no amendments.

##### **4.8 Social media policy**

This was approved with no amendments.

##### **4.9 Annual Risk assessment**

This was approved with no amendments.

##### **4.10 To confirm the frequency and timings of Full Council meetings**

The Parish Council would meet on the first Wednesday of every month, at 7pm, except for April, August, and December.

#### **5. Finances and audit**

##### **5.1 To approve accounts for financial year 22/23 subject to audit**

Both payment and receipts ledger were approved.

##### **5.2 To approve the reserves**

These were all approved.

##### **5.3 To approve the asset register**

This was approved.

##### **5.4 To approve the insurance schedule**

This was approved.

##### **5.5 Annual rent reviews**

The annual rents were endorsed; however, it was requested that a review of the Sports Club and Allotments rents could take place on the June agenda, with a view to discussing a temporary amount for the current financial year, due to the Cost-of-Living crisis.

##### **5.6 To confirm the dates for notice of public rights to view unaudited accounts**

It was agreed to public rights for the first 30 working days from due date.

##### **5.7 To approve the Annual Governance and Accountability Return for 22/23 subject to audit to include certificate of exemption, annual governance statement and accounting statements.**

This was agreed and signed by the Chair.

## ***Clerks Report – June 2023***

### Update from the previous meeting

#### Correspondence

1. Letter regarding Members thoughts on Wessex Internet
2. Email from resident as to the Coles Lane HiP
3. Fontwell Magna working group on 20 is plenty on A road
4. Email regarding access to HiP
5. Reply from Dorset Council regards HiP
6. Email from resident regarding high stream levels

#### Other Matters

1. A354 road safety analysis completed by Dorset Council
2. Reconnaissance at Bladen View and Coles after storm
3. Requester for road sweeper
4. Cancellation of Parish Online
5. Reporting on broken rail at Little England

## **Dorset Council May 2023 Report**

### **Roads Maintenance**

As part of our maintenance programme, a number of roads in the area are being given an 'early life intervention' to keep them in good condition. We do this through road preservation, a preventative treatment which stops water ingress and surface deterioration. This prevents more damage that ultimately leads to potholes. Road closures with diversions will be in place during the overnight work, along with parking restrictions where applicable, so please be patient. I have been asking that some areas within the ward are prioritised.

### **Potholes**

Dorset Council was given a £2,914,000 slice of the £200 million budget set aside by Chancellor Jeremy Hunt during his Spring Budget, Dorset Council monitors approximately 2,400 miles of road.

### **Parking Fines**

The Police and Crime Commissioner and the Leader of Dorset Council recently wrote to the Transport Minister asking them to consider increasing parking fines particularly in rural and seaside areas. Currently they are low in comparison to London and other big city charges - such that holiday makers sometimes abandon their cars and view the 25 fine as worth it. This is having an impact on coastal and town areas which has caused severe disruption and has prevented emergency vehicles from getting through.

### **Parking Machines**

All Dorset Council car parks and on-street pay and display machines are to be replaced across the DC area from the middle of May 2023.

Replacement of the machines is expected to complete by mid-July, with the new machines offering improved reliability and a consistent user experience.

The machines will provide a range of payment options, including cash, card, Apple Pay, Google Pay, and an online app. Wi-Fi will also be improved in car parks with weak phone signals, ensuring smoother transactions. The payment facilities and display screens will be at a height suitable for wheelchair users.

### **Town and Parish Councillors**

At this time of year Town and Parish Councils are frequently looking for new Councillors to replace those who have retired or moved on. Please consider this valuable and essential work if you could spare some time.



## Second Homes Council Tax

Dorset Councillors have been discussing proposals for council tax premiums on second homes and empty properties, in anticipation of the new flexibilities for councils in the forthcoming Levelling Up and Regeneration Bill. At that time, it was hoped that the Bill would receive Royal Assent by 1 April 2023. Councillors were due to vote on proposals at a rescheduled Full Council meeting on 30 March in order for the change to be introduced from April 2024, as the council was required to make the decision a year in advance.

However, we now understand from government that there is no likelihood of the Levelling Up and Regeneration Bill becoming law before the end of March and therefore a decision on this matter could not be taken by Full Council on 30 March as planned. The proposal to introduce council tax premiums on second homes and empty properties continues to be something Dorset Council are keen to explore, following constructive discussions at Overview committee and Cabinet. We will watch the progress of the government's new Levelling Up and Regeneration Bill closely and bring this to Full Council once the legislation has passed.

## Home Upgrade Grant (HUG) scheme

Dorset Council, BCP Council and Public Health Dorset have been awarded £4,343,000 by central government to upgrade homes and off-grid households with energy efficiency measures as part of the Home Upgrade Grant (HUG) scheme.

The HUG scheme will provide energy efficiency upgrades and low carbon heating via local authority funding, to households in England that are low income, off the gas grid or have an Energy Performance Certificate (EPC) between D and G. You can find more information about the funding on the gov.uk website.

## Round 4 Of Household Support Fund Open

The Support Fund for low-income households in the Dorset Council area has opened. The support will be in the form of supermarket vouchers. Citizens Advice will be allocating this fund on behalf of Dorset Council and vouchers will be issued to residents who meet the eligibility criteria within 6 – 8 weeks.

Dorset Council households will be able to apply if they have:

- an annual household net income of less than £30,000 and
- savings of less than £16,000 and
- **not applied** for a previous HSF payment within the last 6 months

If households miss out on this round there will be another round opening on 6<sup>th</sup> June at 9am. If applicants need help completing the form, they can call DC Customer Services on 01305 221000, or visit any of the access points in the Council area. There is a hub in Blandford (check opening times) [Our offices - Dorset Council](#)



## **Electric Vehicle charging points**

We aim to provide access to charging points within a 10 minute drive for most residents within 10 years. That's the target set by Dorset Council which has announced 'ambitious plans' to expand the charge points into villages and rural locations across the local authority network. The announcement comes as part of the council's 'Charging Ahead' policy which switches the focus from the county's 'main towns' to supporting households in areas that aren't able to charge electric vehicles at their homes. The plans, which will play a key part in preparing the county for the government's 2050 net-zero target, will see as many as 200 electric vehicle charge points installed in communities across the Dorset Council area over the next three years.

Funding for the new charge points will mostly come from the government's local electric vehicle infrastructure (LEVI) scheme and Mer, a European EV charging company, with additional contributions from the council. If your community could benefit from a ChargePoint, you can suggest possible locations by submitting an online form on our website or by contacting your local town or parish council.

## **School attendance strategy.**

The new strategy, which will be implemented during this year and next, sets out to achieve the best attendance and raise the hopes and ambitions of our children and young people through a community partnership approach. The vision for the new strategy is "attendance is everyone's business" and will be achieved by the community working closely and positively together, and with everybody taking responsibility to support children to be safe in school. Everybody in the community will be able to be involved in making the strategy work, from school staff, parents and carers to local shop owners and GP surgeries.

After thorough consultation the attendance strategy has identified five key priority action areas of work which are:

- Consistent Dorset-wide policy and practice
- Knowledge sharing and communication
- Early identification and targeted intervention
- Consistent approach to transition (moving to a new school)
- Transport

## **20mph**

While there has been success for some villages who put in applications, in achieving the 20mph zone, there have also been some refused. If you feel that an area of your village could benefit from this 20mph I will be very happy to discuss the process.

## **Reporting Any Highways Related Problem**

Highways problems can be reported on the link below. You will receive a reference number so the report can be tracked. You can also upload photographs of the issue concerned and pin-point on the interactive map. Some of the reporting you can do as follows; pothole, blocked drain, flooding, abandoned vehicles and fly-tipping [Report a problem on a road or pavement - Dorset Council](#)

**Cllr Emma Parker**

Milborne St Andrew Parish Council Payments 2324																				31/05/2023	
Date	Payee Details	Item	PV	Chq no	Amount	Wages	Pension	Expenses	Administration	Insurance	Hall Hire	Pro fees	Community Fund	Community Asset	Defibrillator Fund	Training	Grants	Green Spaces	VAT	Reserves	Total
05/04/2023	Dorset Council	New Gates	1	721	1,028.40														171.40	857.00	1028.40
05/04/2023	Displaypro	Coronation Advertising	2	725	54.07															54.07	54.07
05/04/2023	The Ribbon Room	Coronation Decorations	3	723	27.11															27.11	27.11
05/04/2023	DAPTC	Subscriptions	4	724	466.32				45.00			421.32									466.32
03/05/2023	Wayne Lewin	April Wages	5	726	384.29	369.29		15.00													384.29
03/05/2023	Net World Sports	Sports Equipment	6	VISA	82.78									68.98					13.80		82.78
03/05/2023	Paul David	Grass Cutting	7	727	983.00													983.00			983.00
03/05/2023	Tesco	Litter Pick Refreshments	8	VISA	37.30								31.08						6.22		37.30
03/05/2023	MSA Village Hall	Hall Hire	9	728	40.00						40.00										40.00
03/05/2023	Makkah	Coconuts for Coronation	10	729	4.95														0.82	4.13	4.95
03/05/2023	MSA Sports Club	Sports Equipment	11	730	31.02									31.02							31.02
07/06/2023	Wayne Lewin	May Wages	12	731	384.29	369.29		15.00													384.29
07/06/2023	Amazon	Boules Equipment	13	VISA	95.92									79.93					15.99		95.92
07/06/2023	Andy Brown	Punch and Judy	14	CASH	100.00															100.00	100.00
07/06/2023	Kevin Mahon	Coronation Ice Cream	15	732	219.90															219.90	219.90
07/06/2023	Smyths	Prizes for Coronation	16	733	46.99															46.99	46.99
07/06/2023	Range	Coronation Decorations	17	734	32.22															32.22	32.22
07/06/2023	Gallagher	Insurance Premiums	18	735	432.10					432.10											432.10
07/06/2023	Dorset Council	Speed Wires	19	VISA	330.00								275.00						55.00		330.00
30/06/2023	HMRC	PAYE	19		184.40	184.40															184.40
30/06/2023	Pension Provider	Pension Contributions	20		275.84	137.92	137.92														275.84
<b>Totals</b>					<b>5,240.90</b>	<b>1,060.90</b>	<b>137.92</b>	<b>30.00</b>	<b>45.00</b>	<b>432.10</b>	<b>40.00</b>	<b>421.32</b>	<b>306.08</b>	<b>179.93</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>983.00</b>	<b>263.23</b>	<b>1,341.42</b>	<b>5240.90</b>

S 106 Request Form

S106 Ref:  
Date Received:

**Project Summary**

Total Amount Requested: £3,300

Type of Project: Leisure, Play, Sport

Say under which of the following areas this project support is requested – education, community facilities/leisure, neighbourhood halls, outdoor sports and Highways & enhancement/cycle-ways, or other (e.g. play area).

Project Name/Title	Provide an outdoor table tennis table
Catchment Area	
Blandford Forum	Milborne St Andrew
Gillingham	
Shaftesbury	
Stalbridge	
Sturminster Newton	

**Details of Project Applicant:**

Organisation	Milborne St Andrew Village Hall
Status (eg private, charity)	Charity (CIO)
Address	The Causeway, Milborne St Andrew, DT11 0JX
Contact Person	Edwin Frost
Position in organisation	Treasurer
Email Address	treasurer.msavh@gmail.com
Tel:	Mobile: 07766 254881

## **The Project**

Please describe the project in detail, and its purpose/objectives. Please attach any relevant documents.

We wish to provide an outdoor, concrete table tennis table (+ some bats and balls) on the Village Hall recreation field.

- The £3,300 is requested to pay for the table (including delivery) and some bats and balls.

Our aim is to provide a facility which adds to the opportunities for sport and recreation in the village. The table will be attractive to all generations of residents, especially the older children and teenagers in our community who have limited opportunities and few facilities for *active* social interactions.

The table tennis table would sit alongside the recently established pétanque court and the children's playground, providing a facility in the middle of the village to challenge, amuse and entertain all generations. Their location, adjacent to the grassed recreation field and surfaced MUGA, would mean that opportunities for all sorts of sports and recreation are available in one location 24/7.

All too frequently the cry goes out that "there's nothing for the teenagers in this village". Sadly, despite there being a clear need, finding adults to organise or supervise activities for young people is a thankless task. Providing equipment that requires no supervision, but is attractive, goes some way to solving this dilemma.

The outdoor tables are of substantial construction, vandal resistant and designed to withstand the rigours of unsupervised, enthusiastic use. Maintenance will be minimal. Bats and balls are inexpensive for individuals to purchase although some would be made available for temporary loan.

Providing a table would be a positive, practical and realistic attempt to provide at least some facilities for a neglected and challenging age group within our community with the added benefit of being attractive to all generations.

The project is enthusiastically supported by the Village Hall Management Committee – a committee made up from the spectrum of Hall users representing residents ranging from the Playgroup to the senior citizen's "Wednesday Club". Our Parish Council is also enthusiastically sponsoring the purchase of a variety of basic sports equipment to be available for community use.

In the future, it may be appropriate to purchase a second table.

### **Status of Project**

Is the proposed project:

- (i) Identified within the local plan? Yes \_\_\_\_\_ No ☒ \_\_\_\_\_
- (ii) Endorsed by the respective Town/ Parish Council? Yes \_\_\_\_\_ No \_\_\_\_\_
- (iii) Was the necessary planning authorisation received? N/A
- (iv) Is the organisation proposing the project properly constituted? Yes ☒ \_\_\_\_\_ No \_\_\_\_\_

Detail of endorsement & planning authorisation

### **Project Funding**

<b>Source of Funding</b>	<b>£</b>	<b>Status</b>
Total Project Cost	3,300	Quotations attached, HeBlad is preferred supplier (£3,240) + supply of bats and ball for loan (£60)
S106 Funds Requested	3,300	
<b>Additional Funding Required</b>		
<b>Source of Additional Funding</b>	<b>£</b>	<b>Secured/under consideration etc.</b>

### **Timescales**

Anticipated start date:

As soon as possible after receipt of funds

Anticipated completion date:

Delivery within 6 weeks of order.

**Delivering the Project**

Who will manage the delivery of the project?

Ed Frost, Village Hall Treasurer, acting on behalf of the VH Trustees

Please confirm that you have/will have the relevant insurance in place to deliver this project.

Yes

**Viability & Management of the Project**

Is the project financially viable in the long term?

Yes

How will the facility/infrastructure be managed and maintained in the long term & by whom?

Village Hall Trustees (Management Committee)

**Who will Benefit?**

How many citizens (age, gender etc.) will benefit from the proposed project?  
What other outcomes do you want to achieve?

Potentially all members of our community will have access but the focus is to provide attractive activities for the older children and teenagers.



### **Monitoring & Evaluation**

How will the project be monitored and evaluated?

The use of the table tennis tables will be observed on a casual basis, particularly by the Village Hall Trustees but also by the numerous other users of the Village Hall. If it proves to be very popular, a second table may be purchased.

### **Consultation**

Was the respective community consulted on the design and scope of the facility being proposed? If so, when and how, and what was the outcome? What other organisations have been consulted, e.g. Town & Parish Councils, Community Partnerships.

Yes. Older children and teenagers consulted and enthusiastic about the project.

Parish Council enthusiastic about providing accessible community facilities.

### **Sustainability**

How does your project contribute to sustainability (see Appendix 1, Guidance Notes)

Our project will increase the availability of activities which will enhance the lives, mental and physical health and the general well-being of a large proportion of our village population with a particular focus on older children and teenagers.

### **Declaration**

I confirm that

1. approval was granted for me to make this request on behalf of the institution/organisation presenting this application.
2. implementation of this project is within the scope of the constitution or the memorandum & articles of this institution/organisation.
3. information presented above is true and correct.

Signed: Ed. Frost.

Date: 28/04/23

**PLEASE RETURN COMPLETED APPLICATIONS TO:**

Andrew Galpin / Richard Dodson  
Infrastructure Planning (CIL & Planning Agreements)  
Growth & Economic Regeneration  
Dorset Council  
County Hall  
Dorchester  
DT1 1XJ

Email: [CIL@dorsetcouncil.gov.uk](mailto:CIL@dorsetcouncil.gov.uk)  
Tel: 01305 22838214 / 01305 228583