

# Stinsford Parish Council

**Minutes of the Annual Parish Council Meeting held on Monday 16 May 2022 at  
7.15pm in The Old Library, Kingston Maurward College**

**Present:** Mrs Sarah Pattison (Chairman), Mr George Armstrong (Vice-Chairman), Mr Michael Clarke and Ms Sue Escott

**Also in attendance:** Miss Kirsty Riglar (Clerk)

## **24. Election of Chairman**

24.1 **Resolved** (unanimously) that, there being no other nominations, Mrs Sarah Pattison be elected Chairman for the year 2022/23. The Declaration of Acceptance of Office was signed and Mr Clarke took the Chair.

24.2 On behalf of the Parish Council, Mrs Pattison thanked the outgoing Chairman, Mr Clarke, for his contribution over the past year.

## **25. Appointment of Vice-Chairman**

25.1 **Resolved** (unanimously) that, there being no other nominations, Mr George Armstrong be appointed Vice-Chairman for the year 2022/23 and the Declaration of Acceptance of Office was signed.

## **26. Apologies for Absence**

26.1 Apologies for absence were received from Ms Liz Crocker.

## **27. Declarations of Interest**

27.1 There were no declarations of disclosable pecuniary or other interest.

## **28. Minutes**

- 28.1 It was **resolved** that the minutes of the meeting held on 14 March 2022 be confirmed and signed by the Chairman as a true record.
- 28.2 Further to minute 16, the Parish Council noted and welcomed the ongoing objection to the North of Dorchester Garden Community from Wessex Water, as set out in the email circulated to those invited to attend the masterplanning event on 29 April. It was noted that in previous discussions, it had been confirmed that Section 106 monies would not be applicable to this development as the masterplanning route would be taken. It was agreed that Wessex Water should be made aware of this and encouraged to engage with Dorset Council on this particular point. It was also acknowledged that the Parish Council had not participated in the masterplanning event so as to retain separation from the process. Additionally, it was noted that a response to the Parish Council's complaint to Dorset Council had not yet been received. It was agreed to follow this up.
- 28.3 In relation to the North of Dorchester development, the Parish Council noted the offer made by Turner Associates to give a presentation about the alternative proposals for the site being developed on behalf of some of the local landowners. It was **resolved** to accept the offer and invite a representative to attend the next meeting to give a presentation.

- 28.4 Further to minute 19, Mr Armstrong reported that the quote for the maintenance works to the play area was for £525. It was **resolved** to progress this work on this basis. However, some of the work would be delayed until after the bird-nesting season. In relation to the repair of the wall, it was proposed that the extent of remedial work required be assessed once the ivy was removed.
- 28.5 Further to minute 20, the Clerk reported that the request for the resurfacing of the pavement and further information about traffic surveys had not yet been actioned.

## **29. Governance Documents**

- 29.1 The Parish Council reviewed its current documents. The Clerk explained that it was good practice to do this periodically and these had last been reviewed in 2019. Particular attention was drawn to the new Model Councillor Code of Conduct published by the Local Government Association. This was considered to be easier to understand and more straightforward than the previous version published by the National Association of Local Councils and adoption of the new Model Code was recommended by both Dorset Council's Monitoring Officer and the Dorset Association of Parish and Town Councils.
- 29.2 It was **resolved** that:
- (i) the Local Government Association Model Councillor Code of Conduct be adopted; and
  - (ii) the current Standing Orders and Financial Regulations be confirmed without amendment.

## **30. Accounts**

- 30.1 The Clerk, as Responsible Financial Officer, presented the final accounts for the financial year 2021/22 for approval by the Parish Council. It was **resolved** that the accounts be approved.
- 30.2 The Clerk drew attention to the change made to the bank account with HSBC which now attracted monthly charges. She proposed that an alternative account be investigated specifically aimed at local councils and which would enable online payments to be made. It was **resolved** that this be investigated and reported to a future meeting.

## **31. Preparation for Audit**

- 31.1 The Parish Council considered a number of documents prepared by the Clerk, as Responsible Financial Officer, in readiness for the annual audit of the financial year 2021/22.
- 31.2 It was **resolved** that:
- (i) the Council's risk assessment document be approved for consideration by the internal auditor;
  - (ii) the Council's Asset Register be approved;
  - (iii) the Internal Controls be noted; and
  - (iv) Paula Harding of Barker Fox Associates be appointed as internal auditor for the year 2021/22.

## **32. Finance**

- 32.1 Income  
Receipt of £2,750.00, 50% of the precept, from Dorset Council was noted.

## 32.2 Expenditure

32.2.1 It was **resolved** to retrospectively approve the following payments made in accordance with Financial Regulation 4.1:

- Dorset Planning Consultant Ltd – Neighbourhood Plan consultancy support (March 2022) - £733.86
- Print Team (Dorset) Ltd – Neighbourhood Plan printing - £120.00
- Sprint Signs – Neighbourhood Plan referendum leaflets - £18.00

32.2.2 The following payments were **resolved**:

- Groundwork UK – repayment of unspent grant funding - £338.00
- BHIB Councils Insurance – insurance renewal for 2022/23 (year 2 of 3-year long term agreement) - £356.16
- Charlminster and Charlton Down and Stinsford Community Publications Ltd - Contribution to The Pilot parish magazine for 2022/23 - £200.00
- HMRC (PAYE) (Quarter 4 2021/22) – £128.59
- Clerk's salary and expenses (Quarter 4 2021/22) - £484.01

## 33. **Planning Matter**

P/FUL/2021/05755 – Land at Church Lane, Kingston Maurward College, Dorchester DT2 8PY – Installation of a substation and cable extension

The Parish Council considered the amended application and, subject to any further comments received from residents, **resolved** to submit the following comment:

Stinsford Parish Council is very disappointed in the way in which this application has been submitted retrospectively following the installation of the sub-station and the lack of clarity provided by the accompanying plans and documents.

The Stinsford Neighbourhood Plan includes the following policies: [policies to be inserted].

Whilst it is accepted that these were not written specifically for the design and construction of sub-stations, the Parish Council's view is that they reflect the standards of development expected and agreed by the Stinsford community.

Concerned residents have highlighted the many adverse impacts this sub-station construction is having on the local area and these policies should provide a guide to focus the remedial works now required.

However, the Parish Council acknowledges that it is extremely unlikely that permission for the sub-station will be refused now that it is in situ. Consequently, following consultation with local residents, the Parish Council requests that the following conditions be attached to this:

- (i) Fencing - There is a need for a substantial (8 ft) and robust fence/hurdles on three sides of the sub-station. This is required because of the time taken to develop natural screening.
- (ii) Planting - a purely deciduous hedge will not screen for most of the year. Therefore the screening will need to include evergreens such as holly, yew and juniper (residents also suggested cypress or laurel for the most immediate

- benefit). Any screening hedge will also need some mature planting as it could easily take up to ten years to develop an effective screen.
- (iii) Verge - The verge should be restored to its original size so that there is not a de facto widening of the road nor the creation of a parking/passing place.
- (iv) The Wider Site - The site as a whole needs consideration. A site-wide planting scheme would be a significant environmental and aesthetic gain and would go some way to balancing the damage done to the Conservation Area and particularly the approach to the historic asset of St Michael's Church. This should include replacement trees to enable environmental gain following the loss of four mature trees and reduced the biodiversity habitat in the area – however these should be stepped back from the road to assist with this.

#### **34. Neighbourhood Plan for Stinsford**

- 34.1 The Parish Council noted the successful outcome of the Neighbourhood Plan referendum; 113 votes cast in favour and only 11 against. The remaining milestone in the process was the adoption of the Plan by Dorset Council which was anticipated to be considered by Cabinet on 21 June 2022.
- 34.2 It was resolved to formally thank Sally Cooke, Jo Witherden and the whole Neighbourhood Plan Steering Group for their efforts in reaching this outcome, after the formal adoption.

#### **35. Road Safety and Traffic Management**

- 35.1 Further to concerns previously raised by local residents, the Parish Council noted that the A35 had been blocked a couple of times recently and issues had arisen on Cuckoo Lane due to the diversion of traffic. It was **resolved** to progress a request to meet with representatives from Highways England, Dorset Council Highways and Dorset Police about these issues, including:
- (i) build-up of traffic on the Stinsford Hill roundabout and tailbacks off of this;
  - (ii) problems arising from the use of Cuckoo Lane as a diversion despite restrictions being in place and what can be done to prevent these; and
  - (ii) for Dorset Highways – worn verges, informal laybys and traffic surveys

#### **36. Correspondence**

36. No items of correspondence were raised under this item.

#### **37. Items for next/future Agenda**

- 37.1 (i) Development and implementation of a Communications Strategy.  
(ii) Climate and Ecological Emergency Strategy – next steps and establishment of group.

#### **38. Date of next meeting**

- 38.1 It was noted that the next reserve meeting was scheduled to take place on Monday 27 June 2022 but it would be necessary to meet in order to sign the Annual Governance and Accountability Return.

The meeting concluded at 8:37pm.

**Chairman..... Date.....**