

Stinsford Parish Council

**Minutes of the meeting held on Monday 9 April 2018 at 7.00pm in
The Old Library, Kingston Maurward College**

Present: Mr Chris Hext (Chairman), Mr George Armstrong, Mr Michael Clarke, Mr Will Molland, Dr Andy Stillman and Mr Paul Wills.

Also in attendance: Cllr Mrs Jill Haynes (Dorset County Councillor), Cllr Patrick Cooke (West Dorset District Councillor), Miss Kirsty Riglar (Clerk) and two members of the public (Ms Sally Cooke and Mr Chris Mervik).

47. Apologies for Absence

47.1 An apology for absence was received from Mr Richard Wheal.

48. Declarations of Interest

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

49. Dorset County Council Matters

49.1 Cllr Mrs Haynes reported that:-

- (i) a significant amount of effort was underway to progress local government reorganisation (LGR) and ensure that the new Dorset Council was safe and legal on 1 April 2019;
- (ii) the first meeting of the Shadow Authority comprising all members of the six current councils would be held in June once the Structural Change Order was made and this would appoint a Leader and a Shadow Executive;
- (iii) initial work was underway on the boundaries of the wards for the new council;
- (iv) there would be 82 councillors elected to the new council and it was intended that each of these would represent in the region of 3,760 electors;
- (v) a great deal of work was underway on the transfer of staff to the new council;
- (vi) the Dorset Waste Partnership had finished 2017/18 with an underspend of £900,000 and Public Health had underspent by £1.1M;
- (vii) the County Council had approved the purchase of 130 units of modular housing for people with housing needs and sites for this were being considered in Wareham and Bridport; and
- (viii) a great deal of effort by staff had enable the County Council to continue to function during the recent snow events.

49.2 In response to a question, Cllr Mrs Haynes explained that there was a discrete workstream on the HR implications of LGR and communications and engagement with staff was a key focus. She added that staff restructuring was likely to be considered following the creation of the new council and that on 1 April 2019 there would be little difference for staff. She acknowledged that staff would transfer to the new council on their current terms and conditions and there would therefore be differences in the pay for staff doing the same job until restructuring took place.

50. West Dorset District Council Matters

50.1 Cllr Cooke reported that:-

- (i) he had concerns about the democratic representation of small parishes as a result of LGR;
- (ii) the Shire Hall in Dorchester would be opening on 1 May 2018 and would provide a very engaging and interesting local history resource; and

(iii) Kingston Maurward College had secured the catering contract for the cafe within the Shire Hall.

51. Public Participation Time

51.1 No items were raised under this item which were not elsewhere on the agenda for the meeting.

52. Minutes

52.1 It was **resolved** that the minutes of the meeting held on 12 March 2018 be taken as read, confirmed and signed by the Chairman as a true record.

53. Neighbourhood Plan for Stinsford

53.1 The Parish Council heard from Ms Sally Cooke and Mr Chris Mervik, members of the Environment and Heritage theme group, about the progress made to date by that group and the need for an overview of milestones, roadmap, etc to enable the programming of aims and targets. They also highlighted the need for a mechanism by which the various theme groups to be aware of the work that each was undertaking to ensure there was no duplication. Ideally, a project plan for the development of the neighbourhood plan should be developed, together with an idea of costs, which would assist in any bids for grant funding. It was also recognised that there may be a requirement for some consultancy assistance at a later stage in the process.

53.2 Members of the Parish Council acknowledged the need for central co-ordination of the process and the need for a steering group beyond the Parish Council to oversee the process and develop a project plan and funding bids. It was agreed that there was a need to maintain momentum on the development of the plan. The need for consistent communications on this work was also recognised and it was agreed that a website would be the ideal vehicle to do this. It was also agreed that to ensure consistency in the drafting of the various elements of the final plan, a template or protocol should be developed to which all theme groups could work.

53.4 It was **resolved** that a Stinsford Neighbourhood Plan Steering Group be established comprising:-
(i) the Chairman of the Parish Council;
(ii) the Chair/Convenor of each of the theme groups;
(iii) those members of the Parish Council actively involved with theme groups; and
(iii) Mr Wills, to advise on communications.

53.5 It was also **resolved** that Ms Cooke convene an initial meeting to scope the project plan and costings for the development of the neighbourhood plan.

54. Finance

54.1 The following items of expenditure were **resolved**:-

- Kingston Maurward College – hire of Pengelly Room and refreshments for Neighbourhood Plan launch meeting on 5 March 2018 - £325.50
- HMRC (PAYE) (Quarter 4 2017/18) – £106.40
- Clerk's salary (Quarter 4 2017/18) - £425.98

54.2 It was also **resolved** to contact the Principals of both the College and the Dorset Studio School to seek support in kind for the Neighbourhood Plan process.

55. Preparation for Audit

55.1 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

2017/18. She drew particular attention to the proposed changes to the Council's Asset Register to reflect the current number of parish notice boards and information boards, the addition of the telephone kiosk in Lower Bockhampton and the writing off of the printer.

- 55.2 It was suggested that the Council's risk assessment document should include a reference to compliance to the General Data Protection Regulations which would come into effect in May 2018.

It was **resolved** that:

- (i) the Council's risk assessment document be approved for consideration by the internal auditor, subject to the inclusion of a reference to compliance with the General Data Protection Regulations;
- (ii) the printer be written off and the Council's Asset Register be approved, as amended;
- (iii) the Internal Controls be noted; and
- (iv) Paula Harding of Barker Fox Associates be appointed as internal auditor for the year 2017/18.

56. Review of Rights of Way

- 56.1 The Parish Council considered a proposal that it review all of the rights of way in the parish in order to identify any issues which needed to be reported to Dorset County Council. It was noted that in the past the Parish Council had appointed a Footpath Liaison Officer who had undertaken such a review, which had proven successful in ensuring that the local rights of way were maintained and improved as necessary.

- 56.2 It was **resolved** that Mr Hext undertake a review of the rights of way in the parish, with assistance from other members of the Parish Council as required.

Action by: Mr Hext

- 56.3 Mr Armstrong reported that a local resident had recently had an accident arising from the poor condition of the pavement between Grey's Bridge and the Stinsford Hill roundabout, where the old estate fencing had not been replaced and there was now a lack of protection to a drop above a brick culvert. It was resolved to report this to Dorset County Council.

Action by: Clerk

57. Lower Bockhampton Play Area

- 57.1 Mr Armstrong suggested that the new picnic table installed a few months earlier would have a longer lifespan if it was placed on paving slabs or spiked into the ground. It was therefore **resolved** that a quote be sought from a local tradesman to embed paving slabs under the table.

Action by: Clerk

58. Hardy's Birthplace Visitor Centre

- 58.1 No matters were raised under this item.

59. Superfast Broadband

- 59.1 No matters were raised under this item.

60. Road Safety and Traffic Management

- 60.1 The Chairman confirmed that he had submitted a request to Dorset Highways for the installation of a 'shut' to improve the condition of the bridleway past the Visitor Centre. This had now been passed to Dorset Countryside for consideration.

61. Correspondence

61.1 The Chairman reported that he had received an invitation to Dorchester Town Council’s end of year celebration. He was unable to attend but the Vice-Chairman would attend in his place.

61.2 The Chairman also reported that local residents had received a letter from Kingston Maurward College explaining that it was proposed to close the Tincleton road from Church Lane to Bockhampton Cross from 09:00 to 17:00 on Sunday 24 June 2018, the date of the College Open Day. It was intended that this would allow local residents to move more easily around the area and allow visitors to the event to safely access and egress the site. Some concern was raised that this was unnecessary and that the road closure would still result in long queues forming between the entrance to the campus and Stinsford Hill roundabout. It was suggested that the installation of a set of portable road signals would minimise disruption and maximise access for local residents. It was **resolved** to inform the College of these views.

Action by: Clerk

61.3 Dr Stillman drew attention to the rationale prepared by the Dorchester Community Land Trust prepared by the Clerk to Dorchester Town Council. A pre-application meeting had been held with planners from West Dorset District Council about the plans for the tennis courts site. At the present time, Historic England had concerns about the project, so exploratory trenches were likely to be dug to identify the archaeological value of the site.

61.4 Mr Clarke reported that The Pilot had been refused charitable trust status and it was now proposed to establish a limited company with directors. The Chairman would therefore be a director of this company. He would report back on progress.

62. Items for future Agenda

62.1 No items were raised for inclusion on future agenda.

63. Date of next meeting

63.1 It was noted that the next full meeting would be held on Monday 15 May 2018 and that this would be the Annual Meeting, preceded by the Annual Parish Meeting of Electors.

The meeting concluded at 9:00pm.

Chairman..... Date.....