

MILBORNE ST ANDREW PARISH COUNCIL - MEETING MINUTES



Held on: 14/12/2011

at: 19:30

Location: Milborne St Andrew Village Hall

Present: Cllr Janet Allen (Chairman)
Cllr Paul Morgan (Vice-Chairman)
Cllr Jennifer Balcon
Cllr Michael Hopper
Cllr Philip Smith
Cllr Jane Somper (District Councillor)

In attendance: Joyce Holman (Parish Clerk)

122 **Apologies** Cllr John Harris
Cllr Dean Hamilton
Cllr Mrs H Cox (County Councillor)
Cllr Emma Parker (District Councillor)

123 **Declarations of Interest**

None

124 **Minutes of Parish Council Meeting on 16 November 2011**

RESOLVED that the Minutes of the meeting be confirmed and signed as a correct record.

125 **County & District Councillors' Reports**

Cllr Somper reported that the North Dorset District Council would provide free car parking for Christmas shopping in Blandford and Shaftesbury on Saturday 17 December 2011.

126 **Gypsy & Traveller Site Allocations Joint Development Plan Document (Min.114 – 16.11.11)**

A letter dated 31 October 2011 from the Senior Planning Policy Officer at North Dorset District Council had been submitted at the Parish Council Meeting on 16 November 2011 and a response to the consultation had been held over to this meeting to allow Councillors to attend one of the exhibitions.

The Chairman stated that she had attended the exhibition in Blandford and it did not provide any further information than was available on the Dorset for You website and the staff manning the exhibition were not well informed and could not answer questions. All the sites identified in the consultation in North Dorset already had gypsies or travellers living there were no new sites to be considered. Cllr Somper agreed that the first exhibition date had not been staffed correctly, but this was not the case for the remaining venues.

There were no sites identified in the Parish with the closest site being some miles away and Members did not feel that there would be any effect on the village.

RESOLVED that the Parish Council makes no response to the Gypsy & Traveller Site Allocation Consultation.

127 **Localism Act & Neighbourhood Plans**

The Clerk submitted a letter dated 28 November 2011 from the Planning Policy Officer at North Dorset District Council a copy of which appears as Appendix A in the Minute Book.



The letter gave more information about the new Localism Act and requested Parish Councils to consider how they would like North Dorset District Council to support the Parishes with the new legislation. There were three options to consider and to provide the Parish Council with more information before making a decision there would be a Consultation Day at North Dorset District Council offices on Wednesday 18 January 2012.

Cllr. Somper explained that North Dorset District Council would look at all the responses to the consultation and then decide on a policy to follow with all Parishes in North Dorset. She added that some Parishes had already started on a Neighbourhood Plan and delivered leaflets to the village. From her experience in visiting the Parishes in her constituency, it appeared that Option 3 was the favoured option.

The Chairman stated that as the consultation coincided with the date of the next Parish Council that Members should visit the consultation in the day and that the Agenda for the next meeting should be devoted to consider the letter, the Localism Act and Neighbourhood Plan and the work to be carried out by the Parish Council.

Cllr Somper offered to keep the Parish Council informed of the next Planning Policy Meeting at North Dorset District Council where the Localism Act was being discussed to allow Members to attend to find out more information.

RESOLVED that the time of the Parish Council Meeting on 18 January 2012 be moved to 8.00pm and the Agenda be restricted to urgent business and the consideration of the Localism Act and Neighbourhood Plan.

128

Parish Council Representatives' Reports

The Chairman reported that she had attended the Winterborne Division Autumn Meeting held by County Councillor Hilary Cox on 30 November 2011.

The main items discussed were the mobile libraries and the lack of people using some of the services, with many village stops having less than three users. The service was currently under review and the message was for Parish Council to encourage the use of the mobile libraries.

The Highways Division wanted to encourage the public to use the special phone line of 01305 221020 to report highway faults or to use the Dorset for You website.

Cllr Hopper reported that the DAPTC subscription was being increased by 1% next year. A letter had been distributed to all Town and Parish Council giving information about all the services provided by the DAPTC and this had been circulated to Members by email.

129

Village Hall Representative & Liaison Group

The Clerk submitted a report a copy of which appears as Appendix B in the Minute Book.

The report suggested the setting up of a Liaison Group between the Parish Council and the Village Hall Trustees as a replacement to Cllr Harris as Village Hall Representative had not been found. The Liaison Group would consist of the Chairman, the Clerk and a Village Hall Trustees.

RESOLVED that the Village Hall Liaison Group met before Christmas and following a report by the Clerk a decision be made whether to continue the initiative.



130 Planning Application

The Parish Council noted the decision of Purbeck District Council.

<u>No.</u>	<u>Location</u>	<u>Decision</u>
6/2011/0394	Rogerhill Farm	Granted

131 Dorset Highways Survey (Min. 116 – 16.11.11)

A report had been submitted at the Parish Council Meeting on 16 November 2011 and a response to the survey had been held over to this meeting to allow Councillors to look at the survey in detail.

Cllr Hopper stated that he had completed the survey and had highlighted problems with pot holes, street cleaning and pedestrian provision. He also felt that Highways Officers should make themselves better acquainted with villages to appreciate their problems.

RESOLVED that the response completed by Cllr Hopper to the Dorset Highways Survey be submitted as the response of the Parish Council.

132 Allotments (Min.118 – 16.11.11)

Cllr Hopper reported that a very successful meeting had been held last month and another meeting was being held tomorrow evening. They were in the process of setting up a structure and had made contact with the Allotment Regeneration Initiative. They would now be looking at ways of applying for grants.

133 Grit Bins (Min.95 – 19.10.11)

Cllr Morgan reported that the grit bin for the Parish Pit had been delivered. He would be meeting with Dorset County Council on Friday 16 December 2011 to agree the position of the bin and would then arrange for it to be filled with grit.

134 Standing Orders

The Clerk submitted a report a copy of which appears as Appendix C in the Minute Book.

The report gave details of the new Standing Orders which followed the NALC model.

RESOLVED that the new Standing Orders as detailed in Appendix C be adopted.

135 Distribution of Agendas (Standing Order 3bi)

The Clerk reported that following adopted of the new Standing Orders it was also necessary to pass a resolution that Agenda could be received by electronic means.

RESOLVED that the service of a summons on Councillors confirming the time, date, venue and agenda for a meeting at least 3 clear days before the meeting be made electronically provided the email contains the electronic signature and title of the Proper Officer.

136 Risk Assessment

The Clerk submitted a report a copy of which appears as Appendix D in the Minute Book.

The report gave details of the revised document which had been amended to be

MILBORNE ST ANDREW PARISH COUNCIL - MEETING MINUTES



more relevant. The Risk Assessment highlighted some areas that needed to be addressed before May including an emergency plan.

RESOLVED that the new Risk Assessment as detailed in Appendix D be adopted.

137

Final Accounts 2010/11

The Clerk submitted the report of the External Auditor, BDO LLP a copy of which appears as Appendix E in the Minute Book.

The Parish Council considered the report together with the issues raised and considered whether further action was necessary.

- a) The Risk Assessment had not been reviewed as part of the internal controls of the Council in 2010/11. The Parish Council had adopted a new Risk Assessment at this meeting;
- b) The comparative disclosure on Trust Funds had been noted and this was now correct for 2011/12;
- c) The change in asset values was now correct as it contained all the Parish Council's assets whereas the previous Asset Register had not included land owned by the Parish Council;
- d) The recommendation of the Internal Auditors report had already been noted by the Parish Council at the meeting on 15 June 2011 and the suggestions put in place for the 2011/12 financial year.

138

Precept 2012/13

The Clerk submitted a draft budget report for 2012/13 a copy of which appears as Appendix F in the Minute Book.

The budget report gave details of the expected income and expenditure for 2012/13 which had been held at the same level as this financial year. The Chairman read out a prepared Press Release regarding the budget for 2012/13, a copy of which appears as Appendix G to these Minutes. The Reporter would include a copy in their next issue.

RESOLVED that the budget for 2012/13 be approved and the Precept for the 2012/13 financial year be set at £7,675.

139

Cheque Schedule

The Cheque Schedule for December was circulated - see Appendix H to these Minutes.

Cllr Balcon confirmed that the disabled parking bay had been marked out by Forum Civil Engineering and this invoice could now be paid.

RESOLVED that the cheques on the Cheques Schedule for December totalling £913.28 be approved and the cheques signed.

The meeting closed at 20:55

Signed :

Chairman of the Council

Dated :