

BUCKHORN WESTON AND KINGTON MAGNA PARISH COUNCIL

Responsible Financial Officer and Parish Clerk: Mrs Sandra Mackintosh

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FULL COUNCIL MINUTES

Held on Monday 7th November 2016 at 7.30pm in Buckhorn Weston Village Hall

Item	<p>Parish Councillors Present: Anthony Jenner (Chairman (AO), Nigel Osborne (NO), Roger Gosney (RG), Ms Phillipa Chapman (PC), Mrs Valerie Standing (VS), Tim Wilton (TW), Kevin Aldred (KA)</p> <p>District County Councillor Present: None</p> <p>County Councillor Present: None</p> <p>Members of the public: There were 6 members of the public present</p> <p>Members of the press: There were no members of the press present</p> <p>In attendance: Parish Clerk: Sandra Mackintosh (SM), Rights of Way Liaison Officer: Martin Hibbert (MHT)</p>	Action
	<p>Apologies: Mrs Eunice Dale, Cllr Mrs B Ridout, Cllr D Walsh</p> <p>Absent: Matthew Hoskins</p>	
	<p>Mr Damian Haynus, a liabilities and negotiations adviser from Network Rail (NR), presented the proposed safety improvement scheme for the level crossing known as Buckhorn Weston. It was explained that as a publicly funded body, NR have a legal obligation to provide a safe network and to remove risk wherever possible. All forms of level crossings pose a hazard to public safety and from 384 crossings, NR are looking to eliminate the risk by 10% by creating diversions, bridges, etc. NR have been awarded grant funding for 25% of the risk reduction exercise and must spend the funds efficiently by selecting which crossings to eliminate using a process of hazard analysis versus financial balance. Buckhorn Weston footpath crossing has been identified as high risk due to 55 trains passing daily through that point at a speed of 85mph. NR have highlighted, approximately 100 yards towards Gillingham, a large Victorian cattle creep which is in good order and can be used to divert the existing footpath away from the current crossing and through the underpass. The underpass will require some upgrading, funded by NR, and any improvements made must follow proper planning procedures and highways guidelines (including stock control features). The NR proposal process dictates that preliminary consultation with the Parish and District Councils to assess the general local view towards the project take place prior to contact with the landowners and internal requests for the appropriate funding required to carry out the works. The Parish Council were in favour of the proposed safety measures to protect the public and expressed their thanks to Mr Haynus and his colleague for attending the meeting and presenting the scheme.</p>	
60/16	<p>To approve the minutes of the Full Council meeting held on 5th September 2016: Cllr Gosney proposed that "the minutes of the previous Full Council meeting held on 5th September 2016 should be approved as a correct record of the meeting." Cllr Aldred seconded and the vote was unanimous. Resolved. The Chairman duly signed the minutes. RG commended the clerk for her professionalism in producing succinct and clear minutes.</p>	
61/16	<p>Declarations of interest: <i>Members are required to comply with the requirements of the Localism Act 2011, section 27 disclosable pecuniary interests</i></p> <p>NO declared a disclosable pecuniary interest regarding point 15 on the agenda.</p>	
62/16	<p>Matters Arising from the previous minutes:</p> <p>PC and VS advised that the public meeting held regarding the proposed downgrade of Shaftesbury Hospital contained a lot of tactic talk and suggestions on ways to proceed with the proposal rather than show outright opposition and that generally no account has been taken of the expansion of Gillingham or Shaftesbury. Simon Hoare MP has become very involved and took an active role in the proceedings. A second public meeting was arranged but no update</p>	

	from that has been provided. A report from the first meeting was circulated on 22 nd September and is available on request from the Parish Clerk.	
63/16	District County Councillors report: Cllr Walsh could not attend the meeting. No report submitted.	
64/16	County Councillors report: Cllr Cattaway did not attend the meeting. No report submitted.	
65/16	Police report: PCSO Vicky Levy did not attend the meeting. No report submitted.	
66/16	Public Session: A member of the public requested an update following on from the Kington Magna Conservation Area amendment proposals and in particular the island sites. AJ confirmed that a meeting with himself, Cllr Walsh, Mr Kevin Morris and RG has been arranged to discuss the concerns raised and that RG will report back at the next meeting.	
67/16	Chairman's report: AJ expressed his gratitude to the clerk for the effort she has put into the job since taking on the role and for the professional manner in dealing with her duties, to RG for his tireless persistence and endeavours in achieving results with the highways department and welcomed Mr Martin Hibbert as 'Rights of Way Liaison Officer' for Kington Magna and pointed out that his current connection with the county council system will be most helpful in this regard.	
68/16	<p>Financial:</p> <p>Responsible Financial Officers report: The RFO's report and accounts were circulated prior to the meeting. Copies available on request from the Parish Clerk.</p> <p>A VAT126 form has been completed and submitted to HMRC with a request to reclaim £705.41 of VAT payments.</p> <p>Kington Magna Play Area received a £40.00 donation from the Kington Magna Harvest Supper.</p> <p>a) To approve the accounts and payments for the period of 1st September to 31st October 2016: Cllr Aldred proposed to "approve the accounts and payments for the period of 1st September to 31st October 2016." Cllr Osborne seconded and the vote was unanimous. Resolved.</p> <p>Bank Reconciliation: The current account balance is £8196.61. NS&I account balance is £4845.95. Total payments out so far this financial year are £15,764.67.</p> <p>b) To approve the salaries and associated accounts: Cllr Aldred proposed to "approve the salaries and associated accounts." Cllr Gosney seconded and the vote was unanimous. Resolved.</p> <p>c) Half Year Spending: The half year spending figures were circulated to all councillors for their information and consideration for the forthcoming setting of the precept budget for 2017/2018.</p> <p>d) To receive and approve the application for Government Transparency Funding for Smaller Authorities through NALC to meet the statutory requirement of compliance with the Transparency Code for smaller authorities: Prior to the meeting the RFO circulated a draft application form for Government grant funding to assist with setting up a website. It was agreed that in order to comply with the Transparency Code for Smaller Authorities, a dedicated Parish Council website is required urgently and that available funding should be applied for. NO, having the most experience in setting up and running websites, maintained the figures entered onto the funding application by the RFO required further consideration and probable amendment for a more accurate representation of the Parish Council's IT requirements and that he and the RFO should discuss this further prior to completion and submission of the application. Cllr Ms Chapman proposed that 'the Parish Council apply for Government funding to assist in the transition of compliance of the Transparency Code and that the council agree in principle to the amended figures as per the outcome of the discussion between NO and the RFO'. Cllr Aldred seconded and the vote was unanimous. Resolved.</p> <p>Action: <i>To consider and amend the grant application figures and to complete and submit an accurate online funding application.</i></p> <p>e) To receive, approve and accept the annual return and notice of conclusion of audit certificate from BDO for year ended March 31st 2016: The conclusion of audit notice was displayed on both village notice boards from the 26th September 2016 for a minimum of working 14 days. The annual return, notice of conclusion and issues arising report were presented to the council</p>	NO & RFO

	<p>prior to meeting. Cllr Wilton proposed that 'the Parish Council approve and accept the annual return, including the notice of conclusion'. Cllr Standing seconded and the vote was unanimous.</p> <p>Resolved.</p>	
69/16	<p>Clerk's Report: The clerks report, covering general activities carried out, was circulated prior to the meeting. Copy available on request from the Parish Clerk.</p> <p>With regard to the grit bins, PC noted that they appear to have been filled by the council as there is evidence of grit spillage around the bins. AJ will look into the clerk's query of a bin on Chapel Hill in Kington Magna as it is believed there has always been one there and that the clerk has probably missed it.</p> <p>Dates for the 2017 full council meetings have been booked and confirmed with both village halls and a schedule issued to all councillors.</p>	
70/16	<p>Planning: Recent North Dorset District planning decisions are:</p> <ul style="list-style-type: none"> • Wayclose, Shave Hill, Buckhorn Weston, to erect two storey extension = appeal submitted (ref: 2/2016/0652/HOUSE) • Land south of Shutes Lane, Buckhorn Weston, Station 1 no. mobile home to accommodate an agricultural worker for a temporary period of 3 years. Form 2 no. parking spaces and use existing track to access mobile home = approved (2/2016/0865/FUL) • Ashford Crossing Cottage, Buckhorn Weston, Erect single storey side extension = withdrawn (2/2016/1009/HOUSE) • Garden Cottage, Church Hill, Kington Magna, T1 service tree fell to ground, T2& T3 Ash reduce and reshape by approximately 3m, T4 Thorn raise the bottom of the tree to 2m on Garden Cottage side, reduce lower crown by 1.5m and top of crown overhanging Garden Cottage by 0.5m = approved (2/2016/1299/CATREE) • Pax Cottage, Chapel Hill, Kington Magna, T1 Silver Birch remove tree, T2 Ash tree crown in reduction 4-5 metres = approved (2/2016/1445/CATREE) <p>Planning application 2/2016/1567/HOUSE: Westwood Cottage, Symphony Farm to Quarr Cross Lane, Buckhorn Weston: Further to the planning committee meeting held on 31st October, a response to the Parish Council's queries was received and circulated. Mr Peter Walters, the case officer, stated that he can find no record on their systems of an appeal for this planning, that the highway concerns raised by the parish council will not be considered due to the nature of the proposal, that the application will be determined based on the design of the proposal and whether there is any impact on neighbouring properties or trees in and around the site and that he is unable to meet for a site visit as he has already conducted one and must remain a neutral party. He advised that the Parish Council can arrange a site visit directly with the applicants. A majority of councillors were keen to pursue a site visit in order to determine if the agents can adapt their plans accordingly should the visit prove that the entrance/driveway is too restricted. NO was unconvinced of the need for a site visit as the planning department have already dismissed the highways issue as being irrelevant. An extension of one week for the submission of comments deadline was suggested to allow for the site visit to be arranged. It was considered that the council should include in their planning submission comments that the builder(s) have an obligation to ensure there is as little disruption as possible on the lanes. KA advised that a builder can block a road for up to twenty minutes.</p> <p>Action: <i>To request an extension of the comment submission deadline to 21st November from North Dorset Planning Dept Case Officer</i></p> <p>Action: <i>To contact the agents and arrange a site visit</i></p>	<p>Clerk</p> <p>KA</p>
71/16 a)	<p>Other Reports:</p> <p>Highways: RG advised the council on the status of the following:</p> <ul style="list-style-type: none"> • A30 Stour Hills Crossroads acquisition of land for the visibility splay has encountered problems, which may or may not be resolved, and that the flashing vehicle activated sign is on order and expected to be in place and operational by Christmas but this sign should be as well as and not instead of the visibility splay. • The 'drive carefully' signs for Kington Magna have been delivered and are in place. 	

	<ul style="list-style-type: none"> Advance junction warning signs have been delivered and erected on the A30 at both the Nyland junction and the lower road to Buckhorn Weston and Wincanton junction. It was noted that one of the Nyland signs is facing the wrong way which has been reported and should be remedied shortly. Drainage works on Church Hill in Kington Magna are in progress and nearly completed. The road pavement subsidence on South St in Kington Magna has been cut out and replaced with new material and the road pavement subsidence on Chapel Hill has been marked out ready for remedial works. <p>The possibility of road dressing on West St in Kington Magna was raised. RG responded that West Street has been provisionally scheduled for surface dressing next year along with the other roads recorded at the last meeting.</p>	
b)	<p>Public Footpaths: MHT introduced himself to the council and expressed his thanks at being appointed as the new 'Rights of Way Liaison Officer' (RoWLO) which covers bridleways, byways and footpaths. He advised that the DCC is legally responsible for the maintenance of bridges, clearing of path surfaces and for signage (waymarks and finger posts) and that landowners have a legal responsibility to maintain stiles and gates, to cut back hedges, trees or shrubs overhanging rights of way and to keep paths clear through crops and that it is an offence to intentionally obstruct free passage of these public rights of way. Although the DCC is required to make a contribution towards the cost of stiles and gate repairs, they have often repaired/replaced these features and maintained overhanging branches themselves but budget cuts may well see changes to this practice in the future. MHT stated his function will be to liaise with landowners by seeking to persuade them to maintain paths, with dog walkers by encouraging them to act responsibly and with the DCC to prioritise our issues. He is also carrying out an audit of all footpaths and associated problems and has found 29 issues for reporting. The first priority is considered to be the Kington Magna Millennium Walk which requires clearing and regular upkeep. The DCC can provide routine maintenance for a fee of 21p per meter but the preferred option is to try and organise volunteer work groups, for both Kington Magna and Buckhorn Weston, which MHT would be willing to participate in half a day a week. He will also be seeking interested parties who can contribute in identifying local walks and places of interest which can be added to the White Hart Link project and advised that budgeting requirements will need to be looked at generally. It is his intention to introduce himself to the residents of both villages and provide them with his contact details. AJ thanked MHT for his introduction and welcomed him as the new RoWLO. A copy of the full report is available on request from the Parish Clerk.</p>	
c)	<p>Footpaths and land adjacent to the railway line: PC informed the councillors that the land adjacent to the railway line immediately south of the railway bridge on the right hand side is filled with rubbish and all manner of blockages but has been advised previously that no action can be taken. PC sought advice from MHT as to the legal stance concerning this land. It was suggested that as there is a possibility of several violations pertaining to locked gates, blocked fences and land usage that MHT will approach DCC regarding this whilst consulting with them about Pitt Farm.</p>	
d)	<p>Footpath & trees behind the Kington Magna club: Ms Brockway expressed concerns regarding tree branches from Cross Cottage which are overhanging the public footpath behind the Kington Magna club and encroaching onto the roof of her house. She was particularly concerned about the possibility of future damage to the gutters and roof tiles if the trees are not maintained. She also informed councillors that the ditch running along the same section of footpath is blocked and requires digging out. MHT, in his capacity as RoWLO, agreed to arrange an inspection with his contact from the council who has the power of enforcement if required.</p>	
72/16	<p>Nyland: It was reported that the dead end sign at the bottom of Nyland is often not visible due to overgrowth and is in poor condition and in need of replacement. RG will investigate. As Nyland footpaths are not maintained, it was suggested that they be considered. The council were informed of a recent riding accident in Nyland resulting in the ambulance arriving after a forty minute delay highlighting resident's fears of their vulnerability, especially when flooded and cut off, and would like to explore the possibility of funding for a defibrillator. VS advised that Buckhorn Weston purchased their defibrillator through private fund raising</p>	

	<p>alone. PC noted that an article regarding funding applications recently appeared in the Blackmore Vale magazine and suggested Mrs Nightingale investigate online for other possible available funding for a future agenda item.</p> <p>21.28: AJ requested a ten minute extension to the meeting.</p>	
73/16	<p>To receive a request from the Chairman of Buckhorn Weston Village Hall Committee regarding their Constitution wording for consideration and approval - deferred from last meeting: The chairman of the Buckhorn Weston Village Hall Committee (BWVHC) addressed the council regarding a request to amend their constitution wording, originally drawn up in 1962, to bring it in line with today's best practice by providing a governing document which is right and fit for purpose. Whilst maintaining the Parish Council's position as custodial trustee, it is proposed to remove the obligation for one member from each village group, or new group, to be invited onto the committee. This does not preclude anyone from said groups joining the committee although for many years nobody has. KA queried how many members are on the committee currently and if any other organisations have been invited to join. It was confirmed there are currently eight interested volunteer members, although there is room for 12 members plus 4 co-opted, and that the committee is always looking for more volunteers from the local area. AJ stated that he had no objection as the Parish Council do not provide any ongoing revenue to the BWVHC. KA proposed that 'the Parish Council approve the request from BWVHC to apply to the Charities Commission to amend the wording in Clause 3 Part 2 and Clause 4 of the Buckhorn Weston Village Hall Committee Constitution therefore relinquishing the obligation of a representative from the Parish Council on the BWVHC'. PC seconded and the vote was unanimous. Resolved.</p> <p>21.38 AJ requested a further ten minute extension to the meeting</p>	
74/16	<p>Chairman's announcement: AJ informed the council that his house is all but sold and that he will most likely be moving out of the area by the end of November, early December. With this in mind, he tendered his resignation as both Chairman and council member. He stated that being a council member for the past six years has been a great privilege and that he is sad to be leaving but looking forward to being closer to his family. Thanks were expressed to all of the council members for their support and particularly to NO in his role as vice chairman. AJ noted that his leaving will create two casual vacancies which will need to be resolved. RG applauded AJ for all that he has achieved and the hard work and commitment he has shown during his tenure and although he will be greatly missed, wished him the very best in all of his future endeavours.</p>	
75/16	<p>Election of New Chairman: The clerk asked to seek nominations for Chairman. KA proposed to 'nominate Nigel Osborne as Chairman'. VS seconded and the vote was unanimous. Resolved. NO accepted the role of Chairman and duly signed the declaration of acceptance.</p> <p>No expressed his thanks to AJ for all of his support and accomplishments as a member of the council and wished him the very best for the future.</p>	
76/16	<p>Election of New Vice-Chairman: The Chairman asked to seek nominations for Vice-Chairman. PC proposed to 'nominate Roger Gosney as Vice Chairman'. KA seconded and the vote was unanimous. Resolved. RG accepted the role of Vice-Chairman and duly signed the declaration of acceptance.</p>	
77/16	<p>Matters Pertinent: None</p>	
78/16	<p>Items for next agenda:</p> <p>To consider the recruitment of two new Kington Magna members.</p> <p>To consider how best to appoint working groups for footpath maintenance.</p> <p>To discuss the drain outside of Oak Cottage which has a blocked gulley and is full up.</p>	
	<p>Date of next Meeting:</p> <p>Monday 9th January 2017 KM Village Hall, 7.30pm</p>	
	<p>Any Other Business:</p>	
	<p>Meeting closed at 21.48pm</p>	
	<p>SignedChairman Date</p>	

Appendices

- A: Shaftesbury Hub Meeting Minutes
- B: Accounts and payments for the period of 1st September to 31st October
- C: Bank reconciliation
- D: Half year spending
- E: Application of Government Transparency Funding
- F: Annual return and conclusion of audit notice
- G: RFO & Clerk's report
- H: Highways report
- G: RowLO report

Copies of the appendices can be obtained from the Parish Clerk.