



Buckhorn Weston and Kington Magna Parish Council

Durfold Cottage, Church Hill, Buckhorn Weston, Dorset, SP8 5HS, Tel: 07787 784009

Email: buckhornweston@dorset-aptc.gov.uk

www.bwandkmpc.org

Responsible Financial Officer and Parish Clerk: Mrs Sandra Mackintosh

FULL PARISH COUNCIL MEETING MINUTES

Held on Monday 3rd July 2017 at 7.30pm in Buckhorn Weston Village Hall

Item	Parish Councillors Present: Nigel Osborne (Chairman (NO), Roger Gosney (RG), Simon Stranger (SS), Mrs Eunice Dale (ED), Tim Wilton (TW), Ms Philippa Chapman District County Councillor Present: 0 County Councillor Present: 0 Members of the public: There was 1 member of the public present Members of the press: There were no members of the press present In attendance: Parish Clerk: Sandra Mackintosh (SM), Rights of Way Liaison Officer: Martin Hibbert (MHT)	Action
	<p>Public Session: Mrs J Powis raised concerns that as a landowner she was not informed of agenda item 17, regarding the Old Cross Garage site, and that the new consultation date had not been issued along with a questionnaire as promised. NO advised that the agenda item was a point raised by KA and not part of the main consultation, but as KA was not present at the meeting the item would not be discussed. RG requested that the summary notes of the consultation held on 10th April be read which confirmed 'It was agreed that a further consultation will be arranged by the Parish Council with SP when the developer has taken account of the views expressed at the meeting and that a leaflet drop will be arranged by the Parish Council when this date is known to try to ensure as many people are aware of the development in the village and are given the opportunity to express their views.' The Parish Council were keen for an update on timings and to submit a request for the land to be tidied up or screened in the interim.</p> <p>Action: <i>Contact the developer for an update on timings and request the site be tidied and/or screened</i></p>	Clerk
25/17	Apologies: Matthew Hoskins (MH), Mrs Valerie Standing (VS), Kevin Aldred (KA)	
26/17	To approve the minutes of the Annual Parish Council meeting held on 8th May 2017: Cllr Gosney proposed that "the minutes of the Annual Parish Council meeting held on 8 th May 2017 should be approved as a correct record of the meeting." Cllr Wilton seconded, the vote was unanimous. Resolved. The Chairman duly signed the minutes.	
27/17	Matters Arising from the previous minutes: None	
28/17	Declarations of interest: <i>Members are required to comply with the requirements of the Localism Act 2011, section 27 disclosable pecuniary interests.</i> None.	
29/17	District County Councillors report: Cllr Ridout apologised for not being able to attend the meeting but submitted a reminder to get in touch with her regarding any transport issues. SM confirmed that the community transport leaflet had been posted on both notice boards, the website, Nextdoor, Octavo and a request was sent to Hear Here for publication. NO asked if a follow up on numbers of signed up members from Buckhorn Weston and Kington Magna could be sought.	
	<p>Action: <i>Contact Cllr Ridout for numbers from both villages who are now signed up members</i></p>	Clerk

30/17	County Councillors report: Cllr Cattaway did not attend the meeting. No report submitted.	
31/17	Police report: PCSO Levy was unable to attend the meeting but submitted a report stating that no crimes have been reported from either village since her last attendance.	
32/17	Chairman's report: NO advised that the new website is up and running but still requires some adjustments. Layout, formats, etc. will be tweaked as he continues to familiarise himself with Wordpress. NO confirmed that, further to an invitation, he will be attending the next Stours Parish Council meeting on the 13 th July, the purpose being to obtain responses from County Councillors Andrew Cattaway and Graham Carr-Jones regarding various local issues such as Shaftesbury Hospital, Shaftesbury bypass, the growth of Gillingham and lack of infrastructure and the nearest police custody suites being in Weymouth, among others. It is hoped that minutes of this meeting will be circulated by the Stours Parish clerk. RG noted that he has kept the Stours Parish informed of all developments of the A30 crossroads visibility splay.	
33/17	<p>Financial Reports:</p> <p>Responsible Financial Officers report: The RFO's report and accounts were circulated prior to the meeting. Copies are available on request from the Parish Clerk.</p> <p>To approve the accounts and payments for the period of 1st May to 30th June 2017 including salaries and associated accounts: PC queried the payments to JF Landscaping. It was confirmed that during the spring and summer months KMPA has two grass cuts per month at £40.00 each plus VAT. RG advised that he has further to discuss on this matter later in the meeting. Cllr Osborne proposed to "approve the accounts and payments for the period of 1st May to 30th June 2017 including salaries and associated accounts." Cllr Gosney seconded, the vote was unanimous. Resolved.</p> <p>Bank Reconciliation: The current account balance is £6152.61. The NS&I account balance is £4375.07. Payments received to date are £5244.50. Total payments out so far this financial year are £5860.18.</p> <p>The Parish Council received the sum of £20.00 for the sale of an old gate.</p> <p>To receive the Internal Auditor's report for the financial year 2016/17: The annual report was submitted by Michael Ross which stated that "having completed the internal audit of the Parish Council's financial affairs, there were no matters to draw to the attention of the Parish Council in respect of the financial year 2016/17." A copy of the report is available on request from the RFO.</p> <p>To consider a new internal auditor for the financial year: SM advised that she has discussed the need for a new internal auditor with Mrs Pat Read who, having seen the ledger and year end documents, showed an interest in undertaking this role. Mrs Read is treasurer for the Buckhorn Weston PCC, assistant booking secretary for the Buckhorn Weston Village Hall and currently carries out audits for several local companies for a fee of £25.00, although she may be able to provide her services free of charge depending on the amount of work and time required to carry out the audit. Her experience in financial matters more than meets the competency requirement. Cllr Osborne proposed to "ask Mrs Read to be the Parish Council's appointed Internal Auditor". Cllr Wilton seconded, the vote was unanimous. Resolved.</p> <p>Action: To invite Mrs Pat Read to be the Parish Council's appointed Internal Auditor</p>	
34/17	Clerk's Report: The clerks report, covering general activities carried out, was circulated prior to the meeting. A copy is available on request from the Parish Clerk.	Clerk
35/17	<p>Planning:</p> <p>To receive decision notices from North Dorset District Council:</p> <ul style="list-style-type: none"> Blue Hills, Tunnel Head, Sandley, erect self contained annexe, demolish existing garage = approved (ref:2/2017/0220/FUL) Chapel Cottage, Nyland Lane, Nyland, erect replacement dwelling (amended scheme to 2/2011/0123/PLNG) = approved (ref: 2/2017/0579/FUL) Springfield Farm, Shepherds Hill, Buckhorn Weston, erect two storey rear extension and replacement single storey extension, install 2 no. rear first floor windows and erect porch to side, demolish existing single storey rear extension and front porch = approved (ref: 2/2017/0691/HOUSE) 	

36/17	<p>Other Reports:</p> <p>Highways: RG advised the council on the status of the following:</p> <ul style="list-style-type: none"> Surface dressing in both villages, scheduled to begin on 27th June, has been delayed by one week due to adverse weather conditions. PC expressed concerns that the current temporary patches are slippery and unsafe for horses. RG advised that the finished surface dressing will be composed of bitumen and coarse grit and provide a better surface. A30 Stour Hill Crossroads visibility splay start date is 10th July. The overflowing gully will be addressed as part of the scheme and RG has pressed for the signage, as promised for vehicles routing through from the A30 to Weston Street, be installed as part of the scheme. Grass and vegetation has been cut back to restore the sight line at the junction of Nyland Lane and the A30 although this will be a seasonal issue. RG requested a revised quote for the 6 fingerposts. The company who provided the original and revised estimate run a scheme linked to the young offenders institute in Portland and utilising this link can design, renovate the existing metal letters and install the fingerposts for £850.00, plus a small contingency, which is less than the original quote received. RG advised of the additional possibility of £200.00 to £300.00 grant funding towards the cost of the replacement fingerposts. PC stated that leftover letters from those installed in 2016 are available for use. It was considered that the revised quote was good value when compared to the 'supply only' cost of £712.00 for the fingerposts installed in 2016. NO proposed that "pending a decision of the grant funding application, to proceed with the revised quote option to replace the 6 required fingerposts". ED seconded, the vote was unanimous. Resolved. <p>Action: <i>To submit an application for grant funding and pending a decision, proceed with the revised quote option to design and install 6 new fingerposts.</i></p> <p>PC noted an increase in villages with white gates at entrances and exits and was curious as to why. It was generally considered that the cost of installing such gates is extremely expensive and RG maintained that payment for the same would be independent and that having recently installed new village signs that new gates could incur local criticism. SS reminded all that the village verges are not wide enough anyway.</p> <p>Action: <i>To investigate the sudden increase and main purpose of village gates.</i></p> <p>To consider road verge conservation management as per the Dorset Wildlife Trust letter issued on 18th May: PC pointed out that the replacement of grass road verges with wildflower planting is now recognised as being an ecological and attractive way of encouraging pollinating insects as well as counteracting the loss of wildflower meadows. Although cuttings would need to be removed, she would be prepared to volunteer for this. RG has contacted Tara Handsford and awaits a response. Discussion on this topic to continue when an update has been received.</p> <p>Public Footpaths: MHT is making good progress on improvements to several paths, bridges, etc. and those issues remaining are all resolvable in time. The steps at the top of Church Hill, Kington Magna have been fixed. In response to the funding opportunity received from DCC, MHT will apply for a grant to cover further repairs, publish a booklet and repair the notice board at the top of Church Hill in Kington Magna. Volunteer numbers for footpath clearing are good but MHT is concerned that they are covered by the insurance policy. It was unclear who is responsible for the health and safety of volunteers, whether County Council, Parish Council or even landowners and this, as well as the Parish Council insurance policy, will be looked into as a matter of urgency. MHT and RG will look into the County Council's obligations, NO into the Parish Council's and SM into the Parish Council's insurance policy. It was considered important that a risk assessment be carried, out for which SS can provide a template, and a disclaimer be drawn up for volunteers to sign and the Parish Council to hold on record in order to safeguard all. MHT has arranged a walking group with the next walk being on the evening of July 18th. The White Hart link has been formally launched and a local</p>	RG
b)		Clerk
c)		

	group for this is being sought. The Gillingham walking festival will be held in September. MHT was commended for his efforts as RoWLO and the Parish Council are very grateful. Action: Investigate the responsibility of health and safety and insurance requirements of volunteer workforce	NO, RG, MHT, SM
37/17	Nyland: Nothing to report. All previous issues resolved.	
38/17	To consider and adopt the KMPA playground procedures and reviewed check sheet: A copy of both the procedures and check sheet were circulated prior to the meeting. RG and SS stated they were both happy to work in accord with these. Cllr Osborne proposed that “the Parish Council adopt the KMPA playground procedures and reviewed check sheet.” Cllr Ms Chapman seconded, the vote was unanimous. Resolved.	
39/17	To consider funding for children’s defibrillator pads (Buckhorn Weston): It was indicated at the defibrillator workshops held in Buckhorn Weston, that the pads may have a limited life span. In view of this, further investigation should be sought from Vicky Moore as to the necessity of these pads and to defer this discussion to the next meeting.	
40/17	To receive an update on the Kington Magna Conservation Area: Catherine Cartwright, who is dealing with the conservation area, is now on extended sick leave. RG has taken the matter to a higher level at NDDC who have promised to prioritise this issue and respond in the coming week. The climbing frame is on order and being delivered to KMPA during the first week of August. Necessary ground work will be carried out prior to this by RG, MH and SS and a nominal charge for some materials will be incurred. Minor issues arising from the ROSPA report will also be addressed at this time. Funding towards the climbing frame has been procured through the green token scheme at Waitrose in Gillingham during August, from a coffee morning fund raising event and from another fund raising event being planned. RG obtained a quote from JF Landscaping for cutting the grass pathway leading to the KMPA, which would be in addition to the regular twice monthly KMPA cutting already taking place. The cost for cutting both areas would be increased by 50% resulting in a fee of £60.00 per cut. A more competitive, alternative quote was obtained of £20.00 per cut per week from April to the end of August for both the play area and path. Cllr Gosney proposed that “the Parish Council terminate the current arrangement with JF Landscaping as of 1 st August in favour of the new supplier of works”. Cllr Osborne seconded, the vote was unanimous. Resolved. Action: Advise JF Landscaping to stand down from 1st August in favour of the new supplier of works.	RG
41/17	To consider feedback from land owners in response to Old Cross Garage site proposal consultation: In KA’s absence, this item was deferred to the next meeting.	
42/17	To receive an update on reported land next to the railway line in Buckhorn Weston: NO advised that the land is definitely on the enforcement list but no action has been taken as yet. Residents confirmed that mechanical like banging noises regularly occur from there, particularly during evenings and weekends. NO will follow up on this matter and report at the next meeting.	
43/17	Items for next agenda: Consider funding options for fingerposts. Receive updates and consider road verge conservation management as per Dorset Wildlife Trust letter issued May 18 th . Consider health and safety and insurance needs of volunteers. Consider funding of children’s defibrillator pads (Buckhorn Weston). Updates on Kington Magna - Conservation area and KMPA. Informally discuss feedback from Hopkins regarding Old Cross Garage site proposal. Update of reported land next to railway line in Buckhorn Weston.	
44/17	Matters Pertinent: None	
	Date of next Meeting: Monday 4 th September 2017 at Kington Magna Village Hall: Full Council Meeting 7.30pm	

	Meeting closed at 21.21pm	
	SignedChairman Date	

Appendices

- A. Accounts and payments for the period of 1st May to 30th June 2017
- B. Bank reconciliation
- C. RFO & Clerk's report
- D. Internal Auditor's report
- E. Highways report
- F. Dorset Wildlife Trust Letter
- G. KMPA Procedures Policy and reviewed check sheet

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