



# Buckhorn Weston and Kington Magna Parish Council

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Responsible Financial Officer and Parish Clerk: Mrs Sandra Mackintosh

## FULL PARISH COUNCIL MEETING MINUTES

Held on Monday 14<sup>th</sup> May 2018 at 7.30pm in Kington Magna Village Hall

Item	Parish Councillors Present: Nigel Osborne (NO) Chairman, Roger Gosney (RG)Vice-Chairman, Tim Wilton (TW), Ms Philippa Chapman (PC), Matthew Hoskins (MH), Mrs Valerie Standing (VS), Mrs Eunice Dale, Philip Talbot (PT) District County Councillor Present: 0 County Councillor Present: 1 Members of the public: There were 10 members of the public present Members of the press: There were no members of the press present In attendance: Parish Clerk: Sandra Mackintosh (SM)	Action
	<b>Public Session:</b> Several members of the public expressed their concern regarding the haulage routes to and from the proposed Brains Farm AD plant. Those members of the public who were unable to make presentations within the time frame scheduled were invited to send in written comments. A broader account of the issues discussed regarding Brains Farm is under item 18/13.3.	
18/1	<b>Election of the Chairman of the Parish Council:</b> RG nominated NO as Chairman. VS seconded, all in favour. There were no other nominations. NO duly signed the declaration of acceptance.	
18/2	<b>Election of the Vice Chairman of the Parish Council:</b> NO nominated RG as Vice Chairman. VS seconded, all in favour. There were no other nominations. RG duly signed the declaration of acceptance.	
18/3	<b>Apologies:</b> Kevin Aldred, Simon Stranger, Martin Hibbert, Cllr Ridout, Cllr Walsh	
18/4	<b>To approve the minutes of the Full Parish Council meeting held on 8<sup>th</sup> January 2018:</b> Cllr Mrs Standing proposed that “the minutes of the Full Parish Council meeting held on 5 <sup>th</sup> March 2018 should be approved as a correct record of the meeting.” Cllr Gosney seconded, the vote was unanimous. <b>Resolved.</b> The Chairman duly signed the minutes.	
18/5	<b>Matters Arising from the previous minutes:</b> None	
18/6	<b>Declarations of interest:</b> <i>Members are required to comply with the requirements of the Localism Act 2011, section 27 disclosable pecuniary interests.</i> None	
18/7	<b>District County Councillors report:</b> No councillors were in attendance. Cllr Ridout submitted reports for March and April which were circulated to all councillors. There was a suggestion to add these reports to the website but it was considered that permission should be sought from the district councillor first. <b>Action:</b> <i>To seek permission to publish the reports on the Parish Council website.</i>	<b>Clerk</b>
18/8	<b>County Councillor's report:</b> Cllr Cattaway confirmed he is happy for any written or verbal reports submitted to the council to be published. With regard to unitary boundaries, parliament is expected to make a decision in June after which the boundary commission will produce their final draft proposal report for public consultation in July. The parish council are encouraged to represent their views to the boundary commission and details of how to take part will be forwarded. The proposals will be available to view on the Local Government Boundary Commission for England's website, <a href="https://www.lgbce.org.uk/">https://www.lgbce.org.uk/</a>	

18/9	<b>Police report:</b> No PCSO was in attendance. PCSO Biggs advised that this area is now covered by PCSO 6644 Chris Mullens (contact: <a href="mailto:northdorsetruralnpt@dorset.pnn.police.uk">northdorsetruralnpt@dorset.pnn.police.uk</a> ). No report was received however a councillor confirmed that two cars have had windows smashed and purses stolen from within during the last two weeks. An altercation in Gillingham was also noted.	
18/10	<b>Chairman's report:</b> NO attended a planning seminar during which he was informed of the need to consider consultee comments, for or against applications, based on the material considerations of the decision making criteria used by NDDC planning, the purpose being that there is a better chance of applications going to committee should the parish council's decision be at odds with the case officer's. NO also attended the Henstridge Airfield Consultative Committee meeting and found that his seat on the committee is confirmed, following on from the previous chairman. The next meeting will be on 11 <sup>th</sup> October at which time NO will be happy to raise any incidents/incursions provided a proper record is produced for a full investigation to take place. The travellers at Five Bridges are due to be moved on in July, the delay due to one of them currently receiving medical treatment. NO, having attended the Stours APCM with ED, reported that after much discussion on the topic the overriding opinion for a long term solution is to provide a permanent dedicated site for the travellers to move to. A letter signed by all of the parish council chairs will be sent to Simon Hoare MP, PC Martin Underhill and Cllr David Walsh, requesting a meeting to discuss options and timescales for achieving this. A full copy of the report is available on request from the Clerk.	
18/11	<b>Financial Reports:</b> <b>Responsible Financial Officer's report:</b> The RFO's report and accounts, including the year end budgets against actual expenditure, were circulated prior to the meeting. Copies are available on request from the Clerk.	
18/11.1	<b>To receive and approve the accounts and payments for the period of 1<sup>st</sup> March to 30<sup>th</sup> April 2018 including salaries and associated accounts:</b> Cllr Gosney proposed to "approve the accounts and payments for the period of 1 <sup>st</sup> March to 30 <sup>th</sup> April 2018 including salaries and associated accounts." Cllr Mrs Dale seconded, the vote was unanimous. <b>Resolved.</b> <b>Bank Reconciliation:</b> The current account balance is £9256.21. The NS&I account balance is £4896.99. Payments received to date are £4744.50. Total payments out so far this financial year are £2401.33.	
18/11.2	<b>To receive the Internal Auditor's report for the financial year 2017/2018:</b> The internal audit was completed with procedures and finances considered to be in good order and no matters requiring the attention of the parish council.	
18/11.3	<b>To receive and approve the Annual Governance Statement for the financial year 2017/2018:</b> The annual governance statement was circulated prior to the meeting. Cllr Osborne proposed to 'approve the Annual Governance Statement for the financial year 2017/2018'. Cllr Ms Chapman seconded, the vote was unanimous. <b>Resolved.</b>	
18/11.4	<b>To receive and approve the Accounting Statements for the financial year ending March 31<sup>st</sup> 2018:</b> The accounting statement for the financial year was circulated prior to the meeting. Cllr Osborne proposed to 'approve the Accounting Statement for the financial year ending 31 <sup>st</sup> March 2017'. Cllr Ms Chapman seconded, the vote was unanimous. <b>Resolved.</b>	
18/11.5	<b>To certify the authority as exempt from a limited assurance review:</b> As neither the gross income or gross expenditure exceeded £25,000 in the financial year ending 31 <sup>st</sup> March 2018, Cllr Osborne proposed 'that the Parish Council certify itself as exempt from a limited assurance review'. Cllr Ms Chapman seconded, the vote was unanimous. <b>Resolved.</b>	
18/11.6	<b>To consider the repayment of the new village hall sign by BW Village Hall committee:</b> The Buckhorn Weston village hall sign cost £104.00. Cllr Osborne proposed that 'the village hall sign be part of the general overhaul and upgrade of the village signs and as such be paid for by the parish council.' Cllr Gosney seconded, the vote was unanimous. <b>Resolved.</b>	
18/12	<b>Clerk's Report:</b> The clerk's report was circulated prior to the meeting, a copy is available on request from the Clerk. An update by the DAPTC on the need to appoint a Data Protection Officer was received. SM informed the council of the decision by parliament to table an amendment to the Data Protection Bill exempting all parish and town councils and parish meetings in England from this requirement. DAPTC will continue to provide updates. SM also	

18/12.1	<p>advised that having spoken to the Information Commissioner's Office, an ICO questionnaire was completed during the telephone conversation. This established, and was confirmed by the ICO, that the parish council do not need to register with them.</p> <p><b>To receive, in consideration for adoption, the privacy policy, privacy notices, SAR policy and consent form in line with the new GDPR laws:</b> The policies and notices were circulated to the councillors prior to the meeting. Following on from the issue of said documents, the completed data breach (incident response) policy was also circulated. Cllr Osborne proposed that 'all of the policies and notices be adopted by the Parish Council to comply with the new GDPR rules.' Cllr Gosney seconded, the vote was unanimous. <b>Resolved.</b></p> <p><b>Action: To publish the GDPR policies and notices on the website.</b></p>	
18/12.2	<p><b>To consider and approve the new Insurance Premium Renewal from BHIB:</b> BHIB are the new brokers dealing with the local council insurance scheme, having taken over from AON. Based on the same policy held with AON and over a three year long term agreement, the annual premium is £373.83. Cllr Ms Chapman proposed that 'the Parish Council accept the annual premium of £373.83 from the new insurance broker's BHIB.' Cllr Mrs Standing seconded, the vote was unanimous. <b>Resolved.</b></p>	NO
18/13 18/13.1	<p><b>Planning:</b></p> <p><b>To receive decision notices from North Dorset District Council:</b></p> <ul style="list-style-type: none"> <li>Greenane, Langham Lane, Gillingham, demolish existing dwelling. Erect 1 no. replacement dwelling and create new vehicular and pedestrian access (variation of condition no. 2 of planning permission 2/2015/1009/FUL to substitute approved plans with amended plans relating to siting, design and access) = approved (ref: 2/2018/0059/VARIA)</li> <li>Bridge Cottage, Templecombe Lane to Hartmoor Hill, Buckhorn Weston, erect 1 no. dwelling and form parking spaces (demolish existing garage) = refused (ref: 2/2018/0093/FUL)</li> <li>The Corner House, West St, Kington Magna, installation of a detached timber garden room = refused (ref: 2/2018/0106/HOUSE)</li> <li>Little Kington Farm, Bourton Rd, Kington Magna, erect open silage clamp and associate concrete apron = approved (ref: 2/2018/0212/FUL)</li> </ul>	
18/13.2	<p><b>To consider application 2/2018/0304/HOUSE - Vine House Church Hill Buckhorn Weston Dorset SP8 5HS (erect two storey and single storey extensions and convert barn to living accommodation):</b> The applicant confirmed there have been no local objections to the plans, that the extensions will be from Stalbridge stone and timber cladding and that the proposal is essentially linking two buildings. It was considered that there will be some noise and lorries during the delivery/construction stage but hopefully kept to a minimum. Based on the material considerations, the parish council considered the proposed extensions do not overlook others, is an improvement on what is already there, the existing property is not a listed building and there are considered to be no traffic issues as the property has off-road parking. Cllr Ms Chapman proposed that 'the Parish Council support the application'. Cllr Standing seconded, the vote was unanimous. <b>Resolved.</b></p>	
18/13.3	<p><b>To receive a presentation regarding haulage routes during the operational stage from Mr Daniel von Scheven:</b> Since his last presentation regarding Brains Farm, Daniel confirmed that the suppliers from the south have concluded the road network approach to the plant is not viable and consequently there are now no suppliers from the south, although this may change in the future. In contrast to before, only 20% of the digestate will now leave the site with the remainder being piped out or stored over the 300 acre plot. There are also plans for a new bypass road on council land from the A303, around the back of the Wessex Water site to Moor Lane. Daniel confirmed the following;</p> <ul style="list-style-type: none"> <li>to continue the signage from construction through to operational stage although this must be done officially through SCC and DCC channels</li> </ul>	

18/3.4	<ul style="list-style-type: none"> <li>• to provide clear communication to SCC over which roads should be prohibited routes</li> <li>• to provide a clear map to suppliers showing the appropriate routes to follow</li> <li>• to contain a penalty clause regarding the use of routes through the villages in supplier's contracts with the provision for one warning first</li> <li>• to maintain the transport plan as per the planning application and provide monthly updates on traffic management</li> <li>• to attend parish council meetings if necessary and be contactable</li> <li>• to inform the Parish Council and DCC in advance of any new suppliers from the south, providing details such as HGV or tractor/trailer information, number of movements, etc.</li> </ul> <p>Daniel will confirm the above points in writing to the Parish Council. NO noted that the focus has been on HGV's but that concerns remain regarding increased tractor and trailer movements and how best to manage them. Infringements should be recorded and brought to the meetings.</p> <p><b>To receive an update on the pre-planning stage solar farms at Vale View Farm and Coker Farm not in planning:</b> No further update has been received.</p>	
18/4 18/4.1	<p><b>Other Reports:</b></p> <p><b>Highways:</b> RG advised the council on the status of the following:</p> <ul style="list-style-type: none"> <li>• Compacted mud on Church Hill, Buckhorn Weston is outstanding and being chased.</li> <li>• An advance warning sign has been installed on the main road at the south side of Church Hill/ Harpitts Lane crossroads with Sandley Road.</li> <li>• 'Road narrows' signs and cross bar markings on the road surface to be installed on the 'S' bend at Harpitts Lane and is being chased.</li> <li>• DCC have agreed to level the soil at the junction of Harpitts Lane with Sandley Road and is being chased.</li> <li>• The finger post refurbishments are complete. An additional grant may be available this year.</li> </ul> <p>PC advised that the vegetation on the crossroads of the B3081 to West Bourton requires trimming and will contact DCC direct.</p> <p><b>To consider the purchase of an additional grit bin for the 'S' bend in Harpitts Lane:</b> It was agreed to defer a decision until an assessment period of the new speed reduction scheme has taken place.</p> <p><b>Public Footpaths:</b> Several footpath signs have been vandalised and this has been reported to the police. PT noted that there are concerns regarding the number of trees being planted at the back of Sandley Stud and the possible loss of views.</p> <p><b>Action:</b> <i>To find contact details of new owners.</i></p>	
18/5 18/5.1	<p><b>Nyland:</b></p> <p><b>To discuss the gypsies/travellers at Five Bridges lay by and associated litter:</b> This matter was discussed under Chairman's report (item 18/10)</p>	<b>MHT</b>
18/6 18/6.1 18/6.2 18/6.3	<p><b>Kington Magna:</b> Maintenance works to the bus shelter and recycling stand have been completed.</p> <p><b>Play Area - update:</b> The new grass cutting contractor is doing a great job. The new sign is up. ROSPA are due to inspect this month. RG has requested support from the councillors in maintaining the area.</p> <p><b>Conservation Area – boundary and willow tree update:</b> Thirty people attended the open day. NDDC are assessing the responses. In answer to NDDC's offer, the parish council have requested to see the responses. No update on the boundary and willow trees.</p> <p><b>Horse Trough – update on legal query:</b> No update.</p>	
18/17	<p><b>To receive an update on reported land next to the railway line in Buckhorn Weston:</b> No further progress at this time.</p>	

18/18	<b>To consider putting in place a severe weather action plan:</b> It was considered that a summary of what to expect in severe weather be posted onto the website in September. It was agreed that only official guidance can be given along with the highways gritting policy plan and that the grit bins are there for public use. 10 minute extension agreed.	
18/19	<b>To consider how the council can broaden its communications:</b> Deferred to next meeting.	
18/20	<b>To consider how best to promote village interest:</b> Deferred to next meeting.	
18/21	<b>To consider response for survey to DAPTC - What local government services should be realistically retained:</b> There was concern that this document could be used as leverage to offload responsibilities and that if the council did not perform these roles, then nobody else would. It was agreed that all answers should be either 'A' (essential to retain) or 'C' (not to be provided by the public sector) and that NO's draft responses should be amended so that all 'B' (preferable to retain) responses be amended to 'A'.	
18/22	<b>Items for next agenda:</b> Solar Farm update Brains Farm update Broader council communication Promotion of village interest Local government boundary commission- decide whether to have a policy. Sandley Stud trees – feedback from Martin Hibbert	
18/23	<b>Matters Pertinent:</b> None	
18/24	<b>Date of next Meeting:</b> Monday 2 <sup>nd</sup> July 2018 at Buckhorn Weston Village Hall:	
	Meeting closed at 21.47pm	
	<b>Signed</b> ..... Chairman <b>Date</b> .....	

#### Appendices

- Accounts and payments for the period of 1st March to 30<sup>th</sup> April 2018
- Bank reconciliation
- Chairman's report
- RFO & report
- Highways report

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