



# Buckhorn Weston and Kington Magna Parish Council

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Responsible Financial Officer and Parish Clerk: Mrs Sandra Mackintosh

## ANNUAL PARISH COUNCIL MEETING MINUTES

Held on Monday 15<sup>th</sup> May 2023 at 7.30pm at Kington Magna Village Hall

Item	Parish Councillors Present: Ms Phillippa Chapman (Chairman (PCN), Tim Wilton (TW), Mrs Linda Munster (LM), Kevin Aldred (KA), Mrs Anna Grant (AG), Fred Shotter (FS), Matthew Hoskins (MH), Simon Stranger (SS) Dorset Councillor(s) Present: 2 Members of the public: There were 20 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 attended the meeting to hear the Neighbourhood Plan report and asked for the item to be moved further up the agenda which will be done in future. Light pollution from Henstridge seems to be getting worse. The site comes under Somerset Council and FS spent two and a half years discussing this matter with SSDC but got nowhere. It would appear that as more buildings go up, the situation gets worse. A request for a new 'no dogs' sign on the KMPA gate was made as the one there has faded badly. MH offered to personally provide a new sign.	
1/23	<b>Election of Chairman of the Parish Council:</b> Although it is customary for BW and KM councillors to swap roles every two years, and with Cllr Gosney having now stood down, KM members were unable to take on the role of Chairman at this time. Cllr Hoskins nominated PCN to continue as Chairman. Cllr Shotter seconded, all in favour. There were no other nominations. PCN duly signed the declaration of acceptance.	
2/23	<b>Election of Vice Chairman of the Parish Council:</b> TR was unable to attend but had notified the clerk prior to the meeting that, if nominated, he would be willing to stand as Vice-Chairman. Cllr Shotter nominated TR as Vice-Chairman. Cllr Hoskins seconded, all in favour. There were no other nominations. <b>Action: Declaration of acceptance to be signed within the next 28 days.</b>	Clerk
3/23	<b>To receive apologies for absence:</b> Tom Riall	
4/23	<b>To approve and adopt the minutes of the last Full Council meeting held on 6<sup>th</sup> March 2023:</b> Cllr Aldred proposed "the minutes of the Full Council meeting held on the above date should be approved as a correct record of the meeting." Cllr Mrs Munster seconded, unanimously agreed. <b>Resolved.</b> The Chairman duly signed the minutes.	
5/23	<b>Matters arising from the previous minutes:</b> None.	
6/23	<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> FS with regard to agenda item 13/23.	
7/23 i  ii	<b>Planning:</b> <b>To approve the minutes of the planning meeting held on 3<sup>rd</sup> April 2023:</b> Cllr Mrs Munster proposed "the minutes of the planning meeting held on the above date should be approved as a correct record of the meeting." Cllr Aldred seconded, unanimously agreed. <b>Resolved.</b> <b>To receive decision notices from Dorset Council:</b> P/FUL/2022/07630, The Old Barn, Templecombe Lane, Buckhorn Weston, SP8 5HP, Retain mixed use agricultural and storage barn = granted. P/HOU/2023/00609, Orchard Hill, Church Hill, Buckhorn Weston, SP8 5HT, Erection of detached garage = granted.	

<p>iii</p> <p>iv.</p> <p>v.</p>	<p>P/FUL/2023/00566, Waverley, Tunnel Head, Sandley, SP8 5EB, Erect replacement dwelling and create new vehicular access (demolish existing dwelling) = granted. P/HOU/2023/01071, Green Oak Cottage, Sandley, SP8 5DZ, Erect single storey side extension = granted. P/HOU/2022/06469, Bye Barn, Kington Magna, SP8 5HD, Erect two storey rear extension and single storey side extension (demolish conservatory) = granted. P/FUL/2023/01370, Land At Little Brook Farm, Hartmoor Hill, Buckhorn Weston, SP8 5HE, Extension to agricultural building = granted.</p> <p><b>To consider application P/HOU/2023/01745, Laurel Cottage, Shave Hill, Buckhorn Weston, SP8 5HY, Erect single storey extension to kitchen and a replacement garage:</b> The applicants are delighted to have moved to the village and hope the proposal is to the PC's liking. Cllr Aldred proposed the "Parish Council support this application as the materials for the new extension and garage will match the existing natural stone house and there have been no objections." Cllr Stranger seconded, unanimously agreed. <b>Resolved.</b></p> <p><b>To consider application P/HOU/2023/01730, Sevensteps, Green Lane, Kington Magna, SP8 5EQ, Erect single &amp; two storey extension (demolish existing conservatory &amp; utility):</b> The applicant explained that the new conservatory will be to the side and not large. The other extension to the back will be half single storey and half two storey. The applicants moved to the village about six months ago and are very happy but the house requires some upgrading. Discussions have taken place with the neighbours with no apparent objections. Cllr Aldred proposed the "Parish Council support this application as the works are appropriate improvements to the dwelling." Cllr Shotter seconded, unanimously agreed. <b>Resolved.</b></p> <p><b>To consider application P/FUL/2023/02231, Stour Cross Farm, Holiday Chalets, Bourton Road, West Stour, SP8 5SE, Erection of two additional holiday chalets:</b> The applicants advised that, originally, planning was submitted for two chalets. Over the years this was followed by another application for four further chalets although only two were built and it is intended to keep only the four chalets in total. This application is to reposition one of the newer chalets further into the field as currently it does not sit well on the site. Cllr Aldred proposed the "Parish Council support this application as the proposal is for the development of the applicant's existing local business". Cllr Hoskins seconded, unanimously agreed. <b>Resolved.</b></p> <p><b>Action: Submit comments to DC</b></p>	<p><i>Clerk</i></p>
<p>8/23</p> <p>i.</p> <p>ii.</p> <p>iii.</p>	<p><b>Enforcement updates:</b> Councillor Walsh advised that he is reviewing the entire enforcement system and provided the following updates:</p> <p><b>Land next to railway line in Buckhorn Weston ENF/2011/0101:</b> Two enforcement notices were served upon the owner on the 23<sup>rd</sup> Feb 2022. Following this, site inspections were undertaken to establish whether compliance with the notices had been achieved. It was noted that the requirements had not been met so the Enforcement Officer passed instructions to Legal regarding a potential prosecution. On the 23<sup>rd</sup> February 2023 an interview under caution was conducted in accordance with the Police &amp; Criminal Evidence Act 1984, following which a meeting was arranged with Legal to review the evidence. On the 27<sup>th</sup> March 2023 a final warning letter was sent to the land owner highlighting the Council's intentions to prosecute for non-compliance with the Enforcement Notices. To date no response has been received. As such, papers are being prepared for Legal to commence proceedings.</p> <p><b>Goat farm at Shutes Lane ENF/2019/0185:</b> Planning application ref: P/FUL/2022/06787 was refused permission on the 22<sup>nd</sup> February 2023. The owner has six months in which to appeal against this decision. The matter will be discussed with the case officer and Senior to establish if DC should be considering the expediency of serving an enforcement notice which would reduce the six month period to twenty eight days and allow the owner to appeal both at the same time. The case officer also advised that information has been shared with other departments from DC which has resulted in visits from Trading Standards and Animal Welfare.</p> <p><b>Land West of Symphony Farm to Quarr Cross - Lane Quarr EN/2021/00153:</b> There is currently a planning application ref: P/FUL/2022/02159 awaiting a determination by the planning officer. The enforcement matter is held in abeyance awaiting this decision.</p> <p>An additional update was received as follows:</p>	

	<b>Little Kington Bungalow Kington Magna Gillingham SP8 5EF EN/2023/00073:</b> The officer has undertaken a site visit finding that a small second floor area has been created above the approved workshop area only and this has two small windows in the gable end. The owner has advised that this area is to be purely used for domestic storage and the windows are for the inlet of light. This is clearly not in accordance with the approved plan however the planning agent has submitted a revised plan to the enforcement team which has subsequently been passed onto the planning officer for further comment and DC are awaiting this response prior to deciding on the best course of action.	
9/23	<b>Dorset Councillor's report: Cllr Ridout</b> - DC have recently had a cabinet reshuffle with Cllr Walsh remaining as portfolio holder for planning. Cllr Potheary was re-elected as Chairman. Referring to the last meeting, Common Mead Lane is now on the repair schedule and Shutes Lane was not considered at intervention level yet. She will inspect the new access opposite Thorngrove with enforcement. KA suggested Shutes Lane is looked at again and the work in Nyland needs to be chased. The capital leverage fund is open and welcoming applications for funding. DC's planning for climate change consultation closes on the 8 <sup>th</sup> June. Let the grass grow is a DC initiative during the month of May. <b>Cllr Walsh</b> advised the local plan will not be in place until 2026, however, guidance is available for the moment. He encouraged engagement with the planning for climate change consultation which focuses on a sustainability checklist against planning applications. Although this is not a policy, if applicants do not provide satisfactory detail for mitigating climate change, e.g. water harvesting and the like, the application will not be validated. Copies of the reports with full details can be obtained from the Parish Clerk.	
10/23	<b>Chairman's report:</b> No report submitted however, Roger Gosney was thanked for the role he has played in the Parish Council. Over many years members have appreciated the work he has done, liaising with DC Highways to ensure the roads get appropriate maintenance work done and also his concern that the KM play area should be maintained and kept safe for use. His input will be missed but hopefully there will be those who feel able to continue his good work.	
11/23	<p><b>Clerk &amp; RFO Financial reports:</b> Financial documents were circulated prior to the meeting.</p> <p><b>Bank Reconciliation:</b> As at 30<sup>th</sup> April, the current account balance was £18,985.01 (including the Neighbourhood Plan grant balance). The Nationwide account balance was £5,110.74. Receipts to date are £6,235.67. Total payments out so far this financial year are £784.81.</p> <p>i <b>To receive and approve accounts and payments for the period 1<sup>st</sup> March to 30<sup>th</sup> April 2023, including salaries and associated accounts:</b> Cllr Aldred proposed "the PC approve the accounts and payments for the period noted above, including salaries and associated accounts." Cllr Mrs Grant seconded, unanimously agreed. <b>Resolved.</b></p> <p>ii <b>To receive the Internal Auditor's report for the financial year ending 31<sup>st</sup> March 2023:</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.</p> <p>iii <b>To receive and approve the Annual Governance Statement for the financial year ending 31<sup>st</sup> March 2023:</b> Cllr Aldred proposed "the Parish Council approve the Annual Governance Statement for the financial year ending March 31<sup>st</sup> 2023". Cllr Mrs Grant seconded, unanimously agreed. <b>Resolved</b></p> <p>iv <b>To receive and approve the Accounting Statements for the financial year ending 31<sup>st</sup> March 2023:</b> Cllr Aldred proposed "the Parish Council approve the Accounting Statements for the financial year ending March 31<sup>st</sup> 2023". Cllr Mrs Grant seconded, unanimously agreed. <b>Resolved</b></p> <p>v <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 ended 31<sup>st</sup> March 2023, Cllr Aldred proposed "the Parish Council certify itself as exempt from a limited assurance review". Cllr Mrs Grant seconded, unanimously agreed. <b>Resolved</b></p> <p><b>Action: Submit exemption certificate to external auditors and publish AGAR to meet the Exercise of Public Rights.</b></p> <p>vi <b>To appoint new IA:</b> Thanks were given to Pat Read who has now stepped down as IA. Julie McDougal, who has a lot of experience as a member/chair of various committees and dealing with finances generally, has volunteered to take on the role. Cllr Aldred proposed "the Parish Council appoint Julie McDougal as the new IA". Cllr Mrs Grant seconded, unanimously agreed. <b>Resolved</b></p>	Clerk

12/23	<p><b>Consider insurance renewal quotes:</b> The current long term agreement will expire at the end of May. Three quotes were circulated to members prior to the meeting. Having considered that the policies were very similar, all being tailored to Parish Council requirements, Cllr Ms Chapman proposed “the Parish Council opt for the one year plan provided by Zurich with the cheapest premium of £464”. Cllr Aldred seconded, unanimously agreed. <b>Resolved</b></p> <p><b>Action: Arrange new insurance plan with Zurich.</b></p>	Clerk
13/23	<p><b>To consider grant requests and award sums:</b> Four applications were received from KM. After some discussion, considering the justification for the split of the money in relation to how it benefits the community and which facilities were used and which weren’t in comparison to what was asked for, Cllr Aldred proposed “the Parish Council award the money to KM as follows: £150 for the millennium sign refurbishment, £750 to the village hall as the community hub and £550 each to KMPA and KM PCC”. Cllr Hoskins seconded, unanimously agreed. <b>Resolved.</b> There is a possibility that M-Tech may pay for the Millennium sign refurbishment and should contact the grant applicant directly. If this is the case, the grant applicant should advise the clerk asap. Two applications were received from BW. Cllr Mrs Munster proposed “the Parish Council award the full amounts requested to each group, being £770.67 to BWVCT and £249.99 to BW Cricket Club”. Cllr Hoskins seconded, unanimously agreed. <b>Resolved.</b> Cllr Ms Chapman proposed “the remaining BW funds be used to pay for the two speed surveys at £475 excluding VAT (see agenda item 16/23ii) and the balance funds be donated towards the purchase of a new defibrillator”. Cllr Aldred seconded, unanimously agreed. <b>Resolved.</b></p> <p><b>Action: Advise grant recipients and make payments.</b></p>	Clerk
14/23	<p><b>Neighbourhood plan update (LM):</b> The draft Neighbourhood Plan is almost ready for Regulation 14 although Natural England’s response regarding a possible Strategic Environmental Assessment is outstanding. Once received, and provided a SEA is not required, the plan can proceed to the 6 week consultation stage. Hard copies of the plan will be available in both churches, the social club and The Stapleton Arms as well as an electronic copy online. A letter will be posted to every house and business. All are encouraged to read the plan and engage with the consultation. As before, drop boxes will be available for those without internet. To clarify, the previous voting for the settlement boundaries involved a three week time frame for returning questionnaires either online (50 responses) or via a drop box (34 responses). Each response was numbered and logged onto a spreadsheet. When the hard copies were collected, these were added to the spreadsheet. Copies of all responses have been kept on file as evidence of the validity of the plan but are not available to the public due to data protection. All names and addresses of respondents were checked against a list of properties. As it was one questionnaire per house, and will be the same again this time which is the format laid out by the consultant, some duplicate responses were received plus some responses from people living outside the parish (11 responses). The final number of questionnaires totalled 73 which were passed to the consultant who analysed the information and compiled the SB Consultation and Survey report which will be available to view online. The plan will now contain the policies, formed from the previous questionnaire’s answers e.g. intrusive lighting. The document is around 50 pages long and very concise and clear. Comments that do not form policies will be noted and kept as evidence to be supplied to the examiner, if required. Photos will be added to the plan. The PC are obliged to hold a 6 week consultation period and the responses received will determine when the plan is progressed to DC and an independent examiner so no set time frame can be given at this stage. The referendum will be organised by DC, as per any other vote, and available to everyone on the electoral role within the parish.</p> <p><b>Action: Send email to Cllr Walsh to chase up Natural England.</b></p>	Clerk
15/23	<p><b>Five Bridges update (PCM):</b> Nothing has been heard from Highways, Rangers or Stours PC. The rubble and asbestos may still be there with a request to DC to clear this. It was noted that the area does seem to be used more.</p>	
16/23 i.	<p><b>Other reports:</b></p> <p><b>Highways – consider new member to liaise and report on Highways:</b> Roger Gosney has done a sterling job previously but someone else is needed to carry on. The PC has the ability to authorise individuals to form a group who can take on the role e.g. monitoring the highways and reporting</p>	

ii	<p>to DC by phone or online. Members were advised to think on this for further discussion at the next meeting. It was confirmed that damage to cars from potholes that have been reported to DC are eligible for a claim from them.</p> <p><b>Update on the community speed watch in Buckhorn Weston (AG) and discuss the commissioning of two traffic surveys to establish if BW qualifies for an SID in Weston Street plus the possibility of erecting an additional 30mph speed sign on Weston Street and consider surveys being paid by AG (£475):</b> AG met with the Community Highways Officer to look at the 30mph signage on Weston Street, BW where cars turn in from either the Church Hill direction or from the direction of the railway bridge. It was agreed the existing sign is invisible until you're a fair way down the road and the CHO authorised a sign to be put on the back of the existing low railway bridge warning sign outside Forge Cottage, thus facing the centre of the village. A look at the position of the 30mph signs at the entrance to the village from the Moor Lane direction was made and agreed that the signs are too far away from the built-up parts of the village. As the village boundary is there the CHO authorised, to try and mitigate the speed of some drivers, a 30mph roundel on the road near the entrance to the Cricket Ground. The CSW group continues to meet regularly. With regards to the surveys, the SID team felt it was very likely that BW is eligible for a SID on Weston Street subject to surveys being carried out. As advice taken has stated it is not good practice for members to donate/pay for PC items, please see agenda item 13/23 regards payment.</p>	
iii	<p><b>Public Footpaths:</b> There are a couple of issues with a stile and bridge on the footpath between BW and KM which have been added to DC's list of things to do. Since Martin's retirement, there has been no official footpath officer however, SS &amp; PCN are contact points. Alternatively, residents can report direct to DC and the ranger team will come out and assess issues. Walking groups are encouraged to take secateurs and snip back overgrown foliage as they go.</p>	
17/23	<p><b>Nyland (FS):</b> Nothing to report other than the flooding on the lane which has presented problems. The cracks and depressions have been reported to DC and are being assessed.</p>	
18/23 i.	<p><b>Kington Magna (RG):</b>  <b>KMPA project update - consider new member to liaise and report on KMPA:</b> MH and SS will do this together. The ROSPA work is done.</p>	
19/23	<p><b>Items for next agenda:</b>          Neighbourhood plan update (move up the agenda)          Five Bridges update          Community speed watch update          KMPA          Dogs on leads, staying on footpaths and not roaming across fields          Flooding at Nyland A30 – report to highways as no signage          Planning permission for burger bar on bend of A30</p>	
20/23	<p><b>Matters pertinent to this meeting:</b> None.</p>	
21/23	<p><b>Date of next Meeting:</b> Monday 3<sup>rd</sup> July at Buckhorn Weston Village Hall 7.30pm</p>	
	<p>Meeting closed at 21.30pm</p> <p><b>Signed</b>.....Chairman      <b>Date</b> .....</p>	

Items circulated with agenda:

RFO & Clerks report

Accounts and payments for the period 1<sup>st</sup> March to 30<sup>th</sup> April 2023

Reconciliation 30<sup>th</sup> April 2023

AGAR 2022/23 with Reconciliation 31<sup>st</sup> March 2023 & Explanation of Variations

Insurance renewal quotes

Copies of enclosures can be obtained on request from the Parish Clerk