



## 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 8<sup>th</sup> May 2017 at 7.30pm in Kington Magna Village Hall

Item	Parish Councillors Present: Nigel Osborne (Chairman (NO), Roger Gosney (RG), Matthew Hoskins (MH), Simon Stranger (SS), Mrs Eunice Dale (ED), Tim Wilton (TW), Mrs Valerie Standing (VS), Ms Phillipa Chapman, Kevin Aldred (KA) District County Councillor Present: Cllr Mrs Belinda Ridout County Councillor Present: 0 Members of the public: There were 2 members 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
	<b>Public Session:</b> None	
1/17	<b>To receive nominations and elect the Chairman of the Parish Council:</b> PC nominated NO as Chairman. VS seconded, all in favour. There were no other nominations. NO duly signed the declaration of acceptance.	
2/17	<b>To receive nominations and elect the Vice Chairman of the Parish Council:</b> KA nominated RG as Vice Chairman. TW seconded, all in favour. There were no other nominations. RG duly signed the declaration of acceptance.	
3/17	<b>Apologies:</b> Cllr David Walsh	
4/17	<b>To approve the minutes of the Full Council meeting held on 6<sup>th</sup> March 2017:</b> Cllr Mrs Standing proposed that "the minutes of the previous Full Council meeting held on 6 <sup>th</sup> March 2017 should be approved as a correct record of the meeting." Cllr Ms Chapman seconded, the vote was unanimous. <b>Resolved.</b> The Chairman duly signed the minutes.	
5/17	<b>Matters Arising from the previous minutes:</b> None	
6/17	<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> ED declared a disclosable interest regarding point 16.2 on the agenda.	
7/17	<b>District County Councillors report:</b> Cllr Ridout apologised for not being able to attend regularly due to council meetings. Highlights from her report included Dorset achieving the joint highest countywide recycling and composting performance in England in 2015-16. The community transport day held in Gillingham was a great success and efforts are being made to rectify the lack of communication between providers, council and residents and study the effects of the withdrawal of services. Notices to be forwarded for the community. Three points from Cllr Walsh: 1/ He was attending a planning meeting regarding Waverley, Tunnel Head. 2/ No movement will occur with local government reorganisation until after the summer recess. 3/ The alternative channel which he was investigating regarding the Kington Magna Conservation Area has closed so there will be no progress on this matter before the end of June.	
8/17	<b>County Councillors report:</b> Cllr Cattaway did not attend the meeting. No report submitted.	
9/17	<b>Police report:</b> PCSO Levy reported one incident of criminal activity in Buckhorn Weston since her last attendance. This situation has been resolved. A recent spate of break ins to garages	

	and sheds and one house burglary has occurred across North Dorset. All are advised to secure outbuildings and mark equipment for identification. The white transit van (old style) alert continues. Sightings should be reported to the police.	
10/17	<b>Chairman's report:</b> NO advised that a new local volunteer to act as internal auditor is being sought. Any recommendations will be gratefully received. At the meeting held to discuss the development of the old Crosses Garage site in Buckhorn Weston, the proposals were received positively but there was some discussion regarding the number of properties and layout. The developer has gone away to draw-up alternative schemes which will be discussed at a further public consultation. As yet, no planning application has been made.	
11/17	<b>To receive and adopt the reviewed Standing Orders:</b> The Standing Orders were reviewed by NO and SM and circulated prior to the meeting. No further comments were received. Cllr Mrs Standing proposed that the 'Parish Council adopt the reviewed Standing Orders'. Cllr Aldred seconded, all in favour. <b>Resolved.</b>	
12/17	<b>To receive and adopt the reviewed Financial Regulations (in particular points 3.1 and 3.2):</b> The Financial Regulations were reviewed by NO and SM and circulated prior to the meeting. No further comments were received. Cllr Ms Chapman proposed that the 'Parish Council adopt the reviewed Financial Regulations'. Cllr Aldred seconded, all in favour. <b>Resolved.</b>	
13/17	<b>To receive and adopt the reviewed Planning Committee Procedures:</b> The Planning Committee Procedures were reviewed by NO and SM and circulated prior to the meeting. No further comments were received. Cllr Aldred proposed that the 'Parish Council adopt the reviewed Planning Committee Procedures'. Cllr Wilton seconded, all in favour. <b>Resolved.</b>	
14/17	<p><b>Financial Reports:</b></p> <p><b>Responsible Financial Officers report:</b> The RFO's report and accounts were circulated prior to the meeting. Copies are available on request from the Parish Clerk.</p> <p>a) <b>To approve the accounts and payments for the period of 1<sup>st</sup> March to 30<sup>th</sup> April 2017 including salaries and associated accounts:</b> Cllr Mrs Dale proposed to "approve the accounts and payments for the period of 1<sup>st</sup> March to 30<sup>th</sup> April 2017 including salaries and associated accounts." Cllr Aldred seconded, the vote was unanimous. <b>Resolved.</b></p> <p><b>Bank Reconciliation:</b> The current account balance is £10655.99. The NS&amp;I account balance is £4875.07. Payments received are £4875.07 precept. Total payments out so far this financial year are £856.80.</p> <p>b) <b>To receive and approve the Annual Governance Statement for the financial year 2016/17:</b> The annual governance statement was circulated prior to the meeting. Cllr Aldred proposed to 'approved the Annual Governance Statement for the financial year 2016/17'. Cllr Mrs Standing seconded, the vote was unanimous. <b>Resolved.</b></p> <p>c) <b>To receive and approve the Accounting Statement for the financial year ending 31<sup>st</sup> March 2017, including the amendment to 31<sup>st</sup> March 2016 Box 1:</b> The accounting statement for the financial year ending 31<sup>st</sup> March 2017 was circulated prior to the meeting. Cllr Aldred proposed to 'approved the Accounting Statement for the financial year ending 31<sup>st</sup> March 2017, including the amendment to 31<sup>st</sup> March 2016 Box 1'. Cllr Ms Chapman seconded, the vote was unanimous. <b>Resolved.</b></p>	
15/17	<p><b>Clerk's Report:</b> The clerks report, covering general activities carried out, was circulated prior to the meeting.</p> <p>a) <b>To consider and approve the Parish Council Insurance renewal premium:</b> Three quotes, each with an annual premium and a three year long term agreement discounted premium, were circulated prior to the meeting. As Ecclesiastical, Norris and Fisher and AON provided similar cover, it was considered that the cheapest premium would be the suitable option. Aon offered to match and further discount by 10% any like for like annual quote with an additional 5% reduction for a three year long term agreement. Cllr Osborne proposed that 'the Parish Council renew the insurance policy on a three year long term agreement basis with AON, the premium being £415.37'. Cllr Aldred seconded, the vote was unanimous. <b>Resolved</b></p> <p><b>Action: To renew the Parish Council insurance policy with AON on a three year long term agreement.</b></p>	<i>Clerk</i>

b)	<p><b>Update on Logo Competition:</b> The competition closed on 30<sup>th</sup> April with no entries having been submitted. It was considered that the temporary logo, as agreed at the Parish Council meeting in January 2017, should be continued. A copy of the report is available on request from the Parish Clerk.</p>	
16/17 a) b)	<p><b>Planning:</b></p> <p><b>To receive decision notices from North Dorset District Council:</b> None</p> <p><b>To receive and consider planning applications received prior to this meeting:</b>  2/2017/0579/FUL Chapel Cottage, Nyland Lane, Nyland SP8 5SG - erect replacement dwelling.  2/2017/0691/HOUSE Springfield Farm, Shepherds Hill, Buckhorn Weston, SP8 5HX – Erect two storey rear extension and replace single storey rear extension. Install 2 no. rear first floor windows and erect porch to side. (Demolish existing single storey rear extension and front porch).  2/2017/0626/LBC Little Kington Farm, Bourton Road, Kington Magna, SP8 5EF – Re-open blocked internal window opening and insert new window. Repair and replace flag stones, insert stud wall and carry out associated internal alterations.</p> <p>No objections were raised against any of the three applications. Cllr Osborne proposed that “the Parish Council support all three applications”. Cllr Ms Chapman seconded, vote was unanimous. <b>Resolved.</b></p> <p><b>Action: To submit support comments using the NDDC online planning portal.</b></p>	<b>Clerk</b>
17/17 a)  b)  c)	<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>• Overflow of surface water down Church Hill in Kington Magna: cleared.</li> <li>• Overflow of potable water from the hydrant chamber in Back Lane, Kington Magna: leak found, sealed and road surface reinstated.</li> <li>• Advance junction warning sign at Nyland: correct advance junction warning sign for A30 westbound traffic installed.</li> <li>• Resurfacing on the A30 at Five Bridges: completed.</li> <li>• A30 Stour Hill Crossroads: ‘slow’ marking applied alongside the vehicle activated sign. Start date on the visibility splay outstanding.</li> <li>• Surface Dressing: patch repairs have been carried out where required in both villages ahead of full surface dressing later this year.</li> </ul> <p><b>Fingerposts at T junction of Templecombe Lane and road to Wincanton:</b> It was noted that the sign at the top of Church Hill in Kington Magna may need to be added to the repair list. RG has received a quote from his council contact of £1150 - £1350, inclusive of labour plus vat, for 6 signs. These include the replacement of two existing signs at the bottom of Hartmoor Hill, one new sign to replace a missing sign in the same location and three further signs to replace existing signs at the junction of Templecombe Lane and the road to Wincanton. RG to get the specification from Roger Bond for MH to obtain alternative quotes for the fingerboards and PC for the collars and metal lettering.</p> <p><b>Public Footpaths:</b> MHT reported the number of problem areas are reducing but three still remain: 1/ Pitt House Farm has done some renovation work but more remains, 2/ Old Sandley Stud landowner has been in consultation with the county council regarding a diversion and 3/ footpath from Barton Hill to Hartmoor Hill is a bit of a mess and will try to resolve the issues with the help of volunteers and the council. The Millennium Walk is clear and MHT intends to republish a leaflet and maintain the noticeboard by the church and enquired if funding from the Parish Council was possible. Due to the limited village husbandry budget, MHT was advised that alternative funding routes be sought first. The leaflet will be made available on the new Parish Council website. The White Hart Link project was launched and the website link is available. The plan is to have the Stalbridge to Gillingham route waymarked and publicised by September, in time for the Gillingham Walking Festival which will come through the village. Walking groups are being organised for one Saturday morning a month which will cover villages in the Stour Vale, the aim being to address the lack of knowledge, share routes and set up a website with the information. Information will include guidance for dog walkers.</p>	

18/17	<b>Nyland:</b> ED advised that the view to the left from Nyland Lane when exiting onto the A30 is obscured by vegetation and an iron railing. RG will investigate.	
19/17	<b>To consider options provided and approve web hosting:</b> NO circulated an information sheet regarding three web hosting options. As the main priority is the need for memory, it was considered that the host with the largest capacity be a suitable option. Cllr Osborne proposed 'the Parish Council choose Word Press to host the Parish Council website'. Cllr Mrs Standing seconded, the vote was unanimous. <b>Resolved.</b> <b>Action: To design and implement the new Parish Council website.</b>	<b>NO</b>
20/17	<b>Excessive notices throughout the village:</b> Generally, the number of notices at the junction was regarded as excessive, the pub sign being the most objectionable. Advice was sought from Dorset highways who stated that they overlook community notices unless there is the risk of signs impeding visibility. NO researched the legal implication and advised that community notices only break the law when fixed to highway property without permission. The pub sign is a Class 6 commercial sign which breaks the regulation. It was suggested that the enforced removal of notices would create ill feeling amongst the community groups and that no one group should be singled out. Cllr Aldred proposed 'to remove all notices and signs from the junction'. No second was made. <b>Action: None</b>	
21/17	<b>Parking on the pavement along Weston Street, Buckhorn Weston:</b> Guidance was sought which indicated that provided there is enough space remaining for pedestrians, parking on a pavement is not an illegal act however Cllr Ridout advised that the police force have informed the district council that it is illegal. The main concern was for the safety of all pedestrians, especially children, who may be forced to walk on the road to pass the parked cars. Cllr Ridout suggested the Parish Council follow their actions by posting a polite letter on the passenger side only of the cars in question and submit details and photos to the PCSO and that she would provide a template of the letter which is used in Gillingham.	
22/17	<b>Directions sign for the village hall at the T junction by the White House in Buckhorn Weston:</b> It was agreed that a fingerpost sign would be beneficial for directing traffic to the Buckhorn Weston village hall. Although highways may not need to be consulted, it was considered that permission should be sought from county council. Cllr Osborne proposed that 'the Parish Council agree to the addition of a village hall direction sign paid for by the Buckhorn Weston Village Hall committee funds'. Cllr Mrs Standing seconded, the vote was unanimous. <b>Resolved.</b>	
23/17	<b>Items for next agenda:</b> Funding for children's defibrillator pads. Kington Magna conservation area. Old Cross Garage site proposal. Update of reported land next to railway line in Buckhorn Weston.	
24/17	<b>Matters Pertinent:</b> Travellers at St James are about to be evicted.	
	<b>Date of next Meeting:</b> Monday July 2017 at Buckhorn Weston Village Hall: Full Council Meeting 7.30pm	
	Meeting closed at 21.28pm	
	<b>Signed</b> .....Chairman <b>Date</b> .....	

#### Appendices

- A. District Councillor's report
  - B. Chairman's report
  - C. Accounts and payments for the period of 1st March to 30<sup>th</sup> April 2017
  - D. Bank reconciliation
  - E. RFO & Clerk's report
  - F. Highways report
- Copies of the appendices can be obtained from the Parish Clerk.