

C SHIPTON GORGE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON

WEDNESDAY 19th July 2017

at 7.30pm in Shipton Gorge Village Hall

Open Forum There was one new parishioner present (Tony Jones) who queried the state of Milvers Lane footpath. He was welcomed to the village and given Wally Axford's (Rights of Way/Footpaths Officer) contact number and the history of the condition of the lane was explained.

17.54 Present Cllr Mary Boughton (MB), Chairman, Cllr Richard Cunningham (RC), Vice Chairman, Cllr Hilary Cunningham, (HC), Cllr Christine Huxtable (CH), Cllr Diane Buckenham (DB), Cllr Gerry Pyke (GP), Cllr John Porter (JP), Cllr Andrew Fry (AF)

In attendance Parish Clerk - Paula Biss (PB), John Russell (JR) District Councillor), and Keith Day (KD), new Dorset County Councillor who is sharing attendance at parish council meetings with Ros Kayes.

The Chairman welcomed Cllr J Russell and Cllr Keith Day who gave a brief introduction of his responsibilities on the Council. Cllrs R and H Cunningham wanted it noted that they felt the closure of the local bus service was entirely political and a disgrace. They felt it had been very badly handled by Dorset County Council. Cllr Day said there was a full Council meeting on 20 July and he would air these comments.

MB welcomed David Bass newly cop-opted councillor to the Council. (This had been unanimously agreed by the present councillors by email to enable David to attend and participate in this meeting) David was formally introduced to the meeting, completed his declaration forms and gave a brief introduction of his background.

17.55 Apologies for absence – There were none.

17.56 Declaration of Interests – There were none although membership of SG Heritage was queried in connection with 17.64. This was not felt to be relevant.

17.57 Neighbourhood Policing update – There was no response from Neighbourhood Policing. JP had spoken with Police contact Peter Smith, Community Officer, who had said no reports or visits would be made to Council meetings. Any information required could be found on website. This was disappointing but this item would not therefore appear on future agendas.

17.58 Chairman to sign as correct, minutes of meeting held 10 May 2017. There was one amendment to be made to attendance - Cllr G Pyke was at the meeting. The minutes were approved subject to this amendment being made. It was agreed that the sign-in procedure at all meetings should be resurrected.

17.59 To consider any matters arising from the Minutes not covered by this Agenda. MB asked for an update on JP becoming a bank signatory. It has subsequently been confirmed that he has filled out appropriate forms and confirmation from the bank was awaited.

17.60 Chairman's Report – had been previously circulated:
I've had various meetings with both Paula and Chris, dealing with the minutes and agendas for this meeting and the audit reports. I am also very pleased to report that we have found a new Internal Auditor, Brian Medland, and Chris will tell us more on this and the audit in her report.

Signed.....Dated.....

Chair Mary Boughton

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I am also confident that we may have found a new councillor but need to speak to the person concerned and so will enlarge on this at the meeting.

It was very pleasing that more people than usual turned out to help at the Playing Field Maintenance Day, although as usual not many parents of the children who use it. Making food available over the lunch period worked really well and may have accounted for more people helping this year. A good deal of work was carried out and John will be reporting on this later.

My main concern recently has been over the situation with the website, which is now very critical as I have had no replies from our webmaster to my emails trying to arrange a meeting. We are currently not compliant with the Transparency Code because of this and so are looking at alternatives, including the viability of moving to a completely new website. Paula and Christine went to a meeting about this recently and can tell us all about it when we get to reports later. I intend for us to put together a proposal for the council to consider at our September meeting.

BLAP report discussed (previously circulated). MB unable to attend next meeting (20 September – 4.15pm) – perhaps someone else could go as it is felt important that someone attends as it is a good chance to meet other councils – some with very differing ideas than Shipton. **RC** stated he hoped to be able to attend the meeting.

MB also confirmed there is more interest for the Village at BLAP meetings than at WAYTAG meetings. Idea of small councils “taking on” tasks not felt to be practicable and again RC felt it to be political ideology and shouldn’t be expected and he would like it known that he is totally opposed to the idea. Some small councils had already raised their precepts in anticipation but it was not felt to be the way Shipton should go. It was also stated that the village would have no ‘people resources’ to be able to service such tasks.

All approved the suggested letter to be sent to Mr Gunter about BLAP and Local Government Reorganisation – embracing concerns of local parish councils - previous circulated and attached.

MB had sent letter of thanks to Peter Varney for his years as Internal Auditor.

17.61 Defibrillator update/arrange training/publicity – Defibrillator is now installed and on the 999 Network. CH had received some ‘stickers’ from the British Heart Foundation when she signed for the installation of the defibrillator, they will be put in each noticeboard to help publicise the defibrillator and MB to produce Poster for the Noticeboards and Banner (for the bottom of the lane leading up to the Village Hall)

Training – Awareness - has been advertised in BVN twice, it was suggested we promote it at the Village Fete - maybe also playing the DVD received and HC suggested mentioning it at the “Chairs” of various organisations in the village meeting to be organised soon. We have been issued with a Training Pack and training has been arranged for Wednesday 6th September (this date has been booked with D Benselin) – first session 6pm. DB offered to co-ordinate bookings and Clerk to send a booking form to DB. Bridport Community First Responders have agreed to run the training and be there for any questions. It is hoped Kate Fisher, who has been very helpful in setting up defibrillator, can also be involved.

Defibrillator Accreditation Scheme - HC was thanked for offering to do the weekly/monthly safety checks needed for the defibrillator.

The Village Hall committee have agreed we can have the hall free of charge for this training.

Signed.....Dated.....

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It was agreed there should be a permanent sign indicating site of Defibrillator after approximately three months, Pro. HC, Sec. AF.

17.62 Clerk's Report –

Cheques to be approved

Cheque No	Amount	Payee	
838	88.20	Playsafety	Annual Inspection fee
840	261.54	G Rosamond	Costs 8/5– 04/5/17
842	24.25	Decorator Centre	
843	93.31	P Biss	May Expenses Inc. Viking (paper) and Double D – Computer service
845	169.25	J Porter	Expenses for PF maintenance day including refreshments including VAT
846	276.41	G Rosamond	Expenses 10/5 – 01/7 including VAT
847		P Biss	1 st half annual Salary
848	19.58	P Biss	Expenses – June 2017
Cheques unanimously agreed – Pro HC, Sec, RC			

1. Came & Co – Insurance Renewal – paid 1 June 2017. D B Electrical paid for works on Village Hall.
2. Expenditure over £100.00 yet to be sent to Nigel to be put on Website for May/June – awaiting MB meeting with Nigel
3. Emails regularly checked and forwarded as appropriate. Spreadsheet updated and meetings with RFO.
4. West Bay Consultation –Paperwork forwarded to Councillors - “Have your say”
5. I have mailed BT about painting/cleaning the telephone kiosk – they have replied to say this will be done
6. Playing Field – financial limit allowed to be spent on an item of expenditure before Playing Field Chairman required to refer back to the main Council for approval of a payment - £50.00

part in Heart Day – 16 October 2017?
7. Sent Village Green Risk Assessment to Derek Smith
8. Under new Annual Work Planner to comply with Transparency Code we should have reviewed/revised/approved Standing Orders, Risk and Asset Registers. It will be on September Agenda this year.
9. Planning Application QS/S/17/1305 – Little Court, Shipton – External porch sent to RC.
10. I have forwarded Parish responses to you regarding possible delegated services for proposed Unitary Authority - put together by BLAP
11. No-one seems to know why the Council should receive annual accounts from local charities unless they have donated monies in the past so have not requested accounts from Lilian Stone Trust. MB to investigate.

There is no indication that BT have cleaned the telephone kiosk or removed the Notice of Closure and to date they have not arranged to paint the kiosk. Clerk to follow up.

Signed.....Dated.....

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17.63 Transparency Code and Annual Work Planner – discussion.

Transparency Code - At present we are not compliant with the Transparency Code. DAPTC are aware. Last year we paid £500.00 for new website system with a contingency of £200.00 for payment to a new webmaster if necessary and Nigel Wheeler offered to take over as the webmaster. Bridport Radio still “hosts” the website. The new updated website has not been forthcoming and Nigel is finding it increasingly difficult to update the site for a variety of reasons. The RFO and Clerk attended a meeting concerning getting a grant for the setting up of a new website. CH has completed the grant application and would submit following council approval. The new website would be built and hosted by VisisonICT but will still be in the SGPC ownership and the cost would include hosting for the first year and include pages for the other village organisations as at present. When up and running each organisation will have their own password at a cost of £75.00 per organisation and be able to update and edit their own page on the website. The clerk, RFO and chairman would also have access to amend and upload information to the site, meaning there was no longer a need for a separate webmaster.

CH said that the grant would cover £900 of the following costs:
Design and set up of new site £500, including the first year’s hosting
Transferring content from old to new site £150
Initial training for Clerk, RFO and Chairman £225
Extra hours for clerk to end March ‘18 for extra training/ work £269.70 (31 hours)

VisionICT would take over the on-going hosting at a cost of £175 per year, (current hosting last paid 21/8/16 = £235.00)

There is £100 allocated in the precept for the current year and a further £200 unused from the previous year and currently held in our reserves. Therefore the new site is within our budget if the grant is approved.

The Parish was asked to approve:

- i) New website being set up by VisionICT.com who has experience setting up parish websites to conform with the Transparency Code.
- ii) Application to apply for a Grant.
- iii) To pay for all other organisations, in the village, presently on the website to have their own pages.

It was queried as to whether alternative quotes should be obtained but as VisionICT were experienced and approved by DAPTC this was not considered necessary. This was approved unanimously. Pro RC. Sec GP

Annual Work Planner (previously circulated). This document is to ensure that nothing needing to be on the website to comply with the Transparency Code is forgotten. It is an on-going document which may need “tweaking” from time to time. Unanimously approved by committee. Pro HC, Sec AF. It had been suggested that the Annual Parish Meeting be changed to Annual Assembly but it was thought this may not be possible.

17.64 Participation in Village Society Summer Show and Fete on 5th August, and Shipton Gorge Heritage Apple Day on 22nd October.

Signed.....Dated.....

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It was confirmed that the Council wishes to have a table/gazebo near the Village Hall at the Village Fete so they can promote the Defibrillator, but felt that there was little they can do with a stall at the Shipton Gorge Heritage Apple Day but all were encouraged to participate in the day. RC agreed to man the Defibrillator "spot". Video player needed for DVD and laptop (RC thinks his will be suitable). DB to have form available on the day to book training on 6 September.

17.65 To receive the following reports:

- a) **Finance** – CH – The annual return to BDO completed. We incurred a £30.00 fine for not including non-presented cheque for £50.00. Brian Medland of Brook House has agreed to take over as the Internal Auditor for the Parish Council. This was unanimously approved and a letter of appointment would be sent to him.
- b) **Resilience** – Up to date – Nothing further to report
- c) **Highways** - HC – Reported Bonscombe Lane sign missing and name sign damaged, also potholes in Port Lane. Overgrown hedges at crossroads near Lower Lynch needed attention and MB would give the clerk the contact details of the owner so they could be asked to deal with this. Cuckoo Lane had not had its verges cut and a discussion ensued whether or not it was sensible to ask landowners to cut back the banks as severe cutting had in the past contributed to resulting landslips. HC felt it to be the residents' responsibility. MB said that as part of the highway it should be cut by the County Council in the same way as other roads in the village. It was agreed that Dawn Atkin at DCC would be contacted to ask if this could be done.
- d) **Playing field** – JP *All work at present is up to date by Grayham Rosamond and he is arranging for the hedges around the playing field to be cut.*

Maintenance day was an absolute success with 17 adults plus children and two volunteers who could not make the day have done extra work, that has been organised by Graham i.e. cutting the edges of the grass. The items on the playing field were painted, stained, greased, including fences. The net on the basketball post was replaced.

My thanks to all those involved especially Gerry, Billie and Graham who helped me to organise the day, the condition of the playground is now a credit to the village.

Regarding the roundabout, 3 panels have been repainted and the rest will be repainted shortly just to smarten it up until the three new panels I have ordered are ready to be installed.

All agreed it had been a most successful day. **JP** was asked to chase up the proposed climbing wall, the Risk Assessment and the replacement of the small goalposts for the next meeting.

- e) **Planning** – RC - Cairnhill development had been rejected with the same reasons as before. RC reminded councillors that comments could not be sent that were outside planning regulations. A "no objection" comment had been added to the Website from the Shipton Gorge Parish Council.
- f) **Rights of Way - Wally Axford** - "I have little to report regarding footpaths etc. One resident was concerned about a jammed gate at the Innsacre end of FP4, which caused him a lengthy detour. When I investigated, the gate was free, but had no working catch. The only way to secure it would have been the use of force! I have taken the liberty of adding a rope loop to secure the gate closed if required. I have also replaced a number of the yellow footpath signs which had bleached out.
- g) With the somewhat extreme weather we have had since the spring, footpaths are becoming overgrown very rapidly. The best solution for this would be more walkers, but how do we encourage this?"
- h) **Website** - No report.

Signed.....Dated.....

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17.66 To confirm date for the next SGPC meeting: 13 September 2017 – Following meetings 8th November, and 10th January 2018

Meeting ended 9.50pm

Signed.....Dated.....

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