

SHIPTON GORGE PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON
WEDNESDAY 13th SEPTEMBER 2017**

Open Forum There were no parishioners present. The Chairman welcomed Councillor Ros Kayes who spoke to the meeting about the on-going Bus Transport issues. Ros confirmed that Bridport Town Council are looking into producing a bus package to and from Bridport and surrounding villages and confirmed the following:

Litton Cheney are in negotiation with Dorset County Transport/Bluebird Coaches - to resurrect the 210 service x2 days a week. The costs would be £75.00 per day x2 and Councils would be asked to contribute. The service would cover Puncknowle, Litton, Burton Bradstock and Shipton and a contribution would be expected from fare payers - approx £2 - £2.50 per journey. A Bus Club would have to be formed for residents using the service and holiday makers could be made members as appropriate. Posters would be produced with approximate times arriving/departing each village. Costs therefore would be £1500.00 per year x each of the 5 villages.

Cllr Richard Cunningham asked that it be noted that, although this work was commendable, he felt the withdrawal of bus services was a political disgrace.

Ros Kayes asked if the council had responded to what services the council would be prepared to pay for under the Local Government Review. It was confirmed that the council was not happy with this idea and had responded to letter but the Chairman would attend the next BLAP meeting on 20 September.

17.67 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 David Bass (DB).

In attendance - Parish Clerk, Paula Biss (PB), Cllr John Russell (JR) - District Councillor, and Ros Kayes DCC Councillor was present for part of the meeting.

17.68 Apologies for Absence - Cllr John Porter (JP).

17.69 Declarations of Interest. There were none.

17.70 Chairman to sign as correct record the minutes of meeting held on 19th July 2017 - Unanimously agreed as correct and signed and dated by the Chairman.

17.71 To consider any matters arising from the Minutes not covered by this agenda. There were none.

17.72 Chairman's Report *Our stall at the Village Fete on 5th August was ably manned by Richard Cunningham and along with Diane Buckenham they explained to residents about the defibrillator that is now in place and took bookings for the training sessions on 6th September.*

SIGNED.....(CHAIR)

DATED.....

At the time of writing this both sessions are virtually full, 40 people in all, and we may need to consider whether to have another CPR training event in October or November but this will depend on how many more people come forward asking for it. By the time we have this council meeting the first session will have taken place and we will have a better idea of numbers and we will need to decide if another session is needed.

The issue that has taken up most of my time since the last meeting has been getting the new website up and running. We discovered after the July meeting that the current hosting came to an end on 13th August, so in order to ensure continuity we had to get everything set up on the new site and have it live by then. After Christine Huxtable heard that the grant application she had submitted had been received and was almost certainly going to be approved, she and I met with Maggie White of VisionICT who we then commissioned to build the site. From then it was a rather hectic time for Christine, Paula and myself getting all the necessary information over to Maggie to put onto the council pages to ensure we were compliant with the Transparency Code. I also contacted all the village organisations to ask them to review and update the information on their pages and despite the short time frame this was done.

So we are now compliant, the new site is live and contains extra pages for the Village Green and the Lilian Stone Trust. Our shiptongorge.org.uk emails that both Paula and I use were also moved to the new hosting. Paula, Christine and I have had training on how to edit our pages and the village organisations are due to have their training at the end of August. This will mean that the parish council and the organisations who have pages on the village website will be able to update pages and post papers and so we no longer need to have a separate webmaster to do this, giving us better control of the site.

I would like to thank Christine for overseeing the project, arranging the meetings and training and making sure that all the documents that were needed are now on the site so that we are compliant. Also thanks to Paula for sending documents when needed and to Damon Allen of Bridport Radio, our previous web hoster, for co-operating with Vision ICT to ensure a smooth transfer.

I have been in contact with the trustees of the Lilian Stone Trust to establish the current position with this charity and have offered the parish council's help in resolving the issues they have with the future of the charity.

The Chairman reiterated her thanks to DB and RC for manning the stall at the Village Fete on 5th August. The current situation with the Lilian Stone Trust is that the trustees are considering winding it up; It was initially set up to help the poor in the village and there is approximately £5000.00 remaining. (a) it is a small charity which has always struggled since it was established 30/40 years ago, (b) Trustees are the Church Wardens and there are none at present and (c) it is suggested the monies are distributed among other organisation is the village. The chairman pointed out that the Parish Council would want to be consulted on this as there are various other options that could be considered. She would keep in touch with the acting trustees and report back at future meetings.

SIGNED.....(CHAIR)

DATED.....

17.73 Clerk's Report

1. *I have mailed BT again about painting/cleaning the telephone kiosk – they have replied to say this will be done. Not sure if painting has been done – but Mary thinks glass has been replaced. Just had mail from different “branch” of BT saying that whilst they are happy to allow adoption WD/Weymouth & Portland District Council have objected – which was why we requested BT to maintain the kiosk. If anyone has any further information please let me know?*
2. *There has been a lot of work done on the new website and consequent tidying up on the computer. Brightology who have updated and cleaned up the mail box have said:*

“The biggest reason that your laptop is seemingly so slow is that it is woefully underpowered.

As a minimum for comfortable "average" use with Windows 10, I would recommend 4GB of RAM, although more will make the laptop seem much more responsive.

Your laptop has 2GB. Thankfully it can be upgraded.

Your laptop has 2 RAM slots on its motherboard. You can install up-to 16GB in total as 2 sticks of 8GB of RAM.

I cannot tell remotely whether your laptop has a single 2GB stick of RAM, or 2 sticks of 1GB of RAM installed.

RAM is available in the following sizes (and prices, from Crucial.com):

<http://uk.crucial.com/gbr/en/compatible-upgrade-for/Acer/travelmate-p253#memoryResults>

2GB - from £17.99

4GB - from £29.99

8GB - from £59.99”

3. *I am awaiting a reply from them as to whether we are able to install the update ourselves or not.*
4. *E Mails and attachments have been forwarded to Councillors as appropriate.*
5. *SLCC Membership is due 1st October. I have updated information on line and have invoice for payment.*
6. *I have emailed Rupert Preston re overgrown hedges and have had a response saying he has organised for hedges to be trimmed 1st/2nd week in September. I have thanked him for his response.*
7. *Checklist for Defibrillator needed?*
8. *Dorset Care Records – Autumn roll-out. I have sent this out – do you have any comments?*
9. *I have looked on the Police Site and can find no information relating to Shipton.*
10. *I have sent a personal “thank you” to Peter Varney for his help over the years as Internal Auditor.*
11. *Do we need quotes for the permanent sign indicating the site of the Defibrillator?*
12. *Annual Parish Meeting name be changed to Annual Assembly – any comments please?*
13. *Sent reminder to Wally for a report if appropriate.*

Whilst the telephone kiosk has had some attention it has not been painted - **Clerk to follow up**. The purchase of more ram for the Parish Laptop was considered and it was unanimously agreed to upgrade to 8GB at a cost of £59.99 plus labour (monies to come from reserves). It was agreed to take the laptop to Bridport PC repair in East Street. Proposed DB, seconded HC. **Clerk** to send mail of thanks and acknowledgement to Rupert Preston re overgrown hedges.

There was a suggestion that the Web site should have notice of Planning Including Planning No.) and Playing Field meetings on the front page which would be deleted after the event. This was agreed.

Item 11 - Discussion held on Permanent Sign for Defibrillator. Suggested Church Notice Board/Gordon and Sue Thompson's property/Lyn Spillers wall and fence above/outside Village Hall – to be on next Agenda

SIGNED.....(CHAIR)

DATED.....

Item 12 - It was unanimously agreed the Annual Parish Meeting would be re-named **Annual Assembly**.

Clerk had also received request for funding from Axe Valley Ring and Ride, together with a usage chart for Shipton and it was unanimously agreed the Council would contribute more than the usual £25.00 when the charity donations were decided in March 2018 especially in the light of the Bus Transport problems, subject to funds being available at the end of the financial year.

17.74 Finance Report (CH) *At the July meeting it was agreed that we would cease trying to create a Website to comply with the Transparency Code with our current host and with the help of a grant through DAPTC move to Visionict. Mary and I met with Maggie White at her office who showed us how the new format would look and assured us it could be completed within a short timescale. We could manage the new site ourselves without the need for a Webmaster and we could also allow the main organisation to update their own pages. On checking our records we realised this would have to be done by 14th August as our renewal with Bridport Radio was due on that date and we did not want to incur another year's fee of £235.*

The new Website went live on 14th August on the understanding the grant would be forthcoming. The Parish Council is now fully compliant with the Transparency Code.

Mary, Paula and I had a training session on 17th August and the Village Society, Heritage, Church and Village Hall on the 31st.

The Invoices have been received from Visionict and a spreadsheet of the breakdown is attached which I will explain at the meeting.

I have taken over from Paula the completion of the monthly account spreadsheet. Please see the attached.

Since the July meeting cheque numbers 849, 850 and 851 have been issued and need to be ratified and minuted.

Brian Medland has completed the first three month audit.

We have received a £100 donation from the Village Society towards the cost of the electrical installation for the defibrillator and a letter of thanks has been sent.

Cheques to be approved for payment

<i>Visionict as per spreadsheet £1299 including Vat</i>	<i>£1558.80</i>
<i>Graham Rosamond</i>	<i>£290.40</i>
<i>Chairman's expenses</i>	<i>£45.45</i>
<i>Christine Huxtable expenses</i>	<i>£10.99</i>

All unanimously authorised cheques to be paid Pro GP, Sec HC. Cheque to GR for expenses also approved. Pro DB, Sec HC. Cheque to GR for expenses also approved. Pro DB, Sec HC. No further questions.

£77.00 donation had been received for the Defibrillator Training Sessions and although the First Responders cannot accept payment, they can accept a donation from organisations. MB suggested the Council should make up the donation to £150.00 and send to them in March when the other charity donations are approved. Pro MB, Sec CH. MB would contact them to inform them of this.

SIGNED.....(CHAIR) DATED.....

New Website set up costs

Grant applied for		994.70	
Money in reserve account	315.00		Have increased this to the balance not used in 2016/17
Precept 2017/18		100.00	
Total		1409.70	
Less Clerks wages	-269.70		Extra hours for clerk included in grant
Total		1140.00	

Visionict Invoices

Number 7248			
Set up		500.00	
Unlimited pages		150.00	
Settings	75.00		Passwords
Moving Content		100.00	
Additional email	18.00		Chairman's email
Total		843.00	
Number 7255			
Transferring of emails	25.00		Extra cost incurred to set up Clerk's Laptop
Training	395.00		170.00 extra for other organisations
Travelling expenses	36.00		Mileage Maggie 2 sessions
Total		456.00	
Total Cost		1299.00	
Allocated		-1140.00	
Difference	159.00		Unfortunately we underestimated the training cost

but as we had donations more than covering this
I suggest we take this from our reserves – Unanimously agreed. Pro CH Sec HC

17.75 Defibrillator/CPR Training - CH had received signs from British Heart Foundation and they will be put up in Village Hall window (with permission from Village Hall Trust)

Cllr Buckenham stated she felt the training/film had been excellent and gave all those attending confidence to apply CPR - this is as important as the defibrillator - plus the knowledge that those who apply this could do no further harm. It was decided to think about further training/1st Aid in approximately 6/12 months time. It was agreed that everyone who had had training felt confident and it was also reiterated that when 999 is rung the police also talk the ringer though the use of CPR and the defibrillator.

17.76 New Website and Training - This item was in the Chairman’s Report and subsequently discussed in Item 17.74. It was also agreed Councillors’ “Email addresses” should be added to the Website.

17.77 Annual Parish Meeting - See Item 12 Clerks report.

17.78 Review/revise/approve Code of Conduct for Councillors’, Terms of Reference for Committees. These had been previously circulated and it was unanimously agreed no changes were needed to the Code of Conduct - apart from updating the Review date. Changes were suggested and agreed for the Terms of Reference for the two committees. Clerk to update Terms of Reference for Planning and Playing Field and put all three documents on Website.

SIGNED.....(CHAIR)

DATED.....

17.79 Confirmation of SGPC meeting dates for 2018. Clerk to write to Doris Benselin confirming bookings for 2018 with the proviso that although all second Wednesdays are booked, if the months the Council is not holding meetings are requested of Doris she will contact the Clerk to check.

17.80 BLAP meeting - 20 September 2017. MB agreed to attend this meeting

17.81 Reports:

Resilience - Nothing to report. Telephone tree to be checked to ensure it is still current and put on

Highways - Various potholes filled in. Overhanging hedge Smacombe/Brook Street cut back. Fingerpost at top end of village taken away by Council - new post to go in. MB contacted Dawn Atkin and confirmed verges, not banks would be cut back as she confirmed it had been missed off the County Council's list for this year. Not done to date - MB to chase up and at the same time ask about informing Sat Navs of Cuckoo Lane being one way. Burpitt Lane footpaths cleared.

Playing Field - *All work at present is up to date by Graham Rosamond, who kept the playing field up to an excellent standard throughout the summer.*

A meeting was convened of the playground committee on the 1st. September and the following points were discussed:-

The terms of reference for the Playing Field Committee were examined and it was felt there were no changes required to those already in place.

The Accident Book for the playing field is held by the chairman of the playing field committee. With regard to fund raising, the Chairman has contacted Wicksteed Park and a meeting will be organised with their Area Sales Manager when the Chairman returns from holiday as they are offering an extra 25% funding to any item we would order from them.

With regard to the climbing wall the committee felt that this should be changed to something more suitable for the younger children. The lack of equipment for infants may keep families from using the park.

We have looked at replacement football posts, there are 2 we would consider and both made from aluminium alleviating any rust problems. The size of the frames would either be 12ft x 4ft cost £300 each and 16ft x 4 ft. cost £ 500 each excluding V.A.T. The recommendation would be for the 16ft posts as the diameter is 80mm as opposed to 60 mm on the smaller one.

Risk assessment for the park was discussed as it appears that one has not been produced in the past and one should be ready for the November meeting

It was agreed, when notice on shed door is updated, to add who to contact for reporting any accidents. There was discussion about whether new equipment should be for pre-school children or those over 10 years old. Decision that there is nothing for children over 10. Much discussion re Climbing wall and use of field space. MB to speak to JP. It was agreed the monkey bars were well used.

SIGNED.....(CHAIR)

DATED.....

Playing Field Risk Assessment needs looking at. The clerk does not have one on the laptop. MB to check her computer.

Planning - No new applications. Property in adjoining Parish (Loders) - Innsacre Farm - applying for change of use. RC reported this would have no impact on Shipton. Meetings have not been held and no consultation reply is required. It was agreed Shipton did not require a meeting.

Rights of Way/Footpaths - No report received

17.82 To confirm dates for the next two SGPC meetings - 8th November 2017 and 10 January 2018.

Meeting ended 9.50pm

SIGNED.....(CHAIR)

DATED.....