

SHIPTON GORGE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 9th May 2018

Open Forum There were no parishioners present.

18.36 Present - Cllr Mary Boughton (MB) - Chairman, Cllr Richard Cunningham (RC) - Vice Chairman, Cllr Hilary Cunningham (HC), Cllr Christine Huxtable (CH), Cllr Diane Buckenham (DB), David Bass (DBass) and Cllr John Porter (JP)

In attendance - Parish Clerk, Paula Biss (PB) and District Councillor John Russell.

18.37 Apologies for Absence - Cllr Gerry Pyke and Cllr Andrew Fry

18.38 Declarations of Interest. There were none.

18.39 To elect Chairman and Vice Chairman on the Parish Council

See below

18.40 To appoint committee chairs and fill positions of responsibility – It was unanimously agreed that all positions, including that of chairman and vice-chairman would stay as they currently are until council elections in 2019. Pro CH, Sec DBass.

(a) It was agreed that Wally Axford should be formally asked to confirm that he will continue as Rights of Way/Footpaths officer as he is not a Shipton Gorge Councillor.

(b) JP to check if Grayham Rosamond is also content to remain as a Lay Member of the Playing Field Committee and also ask if he has an Email address.

18.41 Chairman to sign as correct record the minutes of meeting held on 14th March 2018 – Unanimously agreed and signed by the Chairman. Pro HC, Sec CH

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

18.43 To consider and confirm dates for future Parish Council meetings. It was agreed that the same format of bi-monthly meetings would continue and the following dates agreed - 11 July, 12 September, 14 November and 9 January 2019 – unanimously agreed.

18.44 Chairman's Report - May 2018

Most of my time recently has been taken with preparing the draft policies and documents needed for us to comply with the General Data Protection Register (GDPR) regulations that come into effect on the 25th May. This is an agenda item and so we will discuss these at the meeting so please ensure you have looked through them.

I attended the BLAP parish liaison meeting on 18th April but due to a previous engagement I was not able to be present for the full meeting but as far as I can tell from the notes later circulated there was little new to report as a meeting on the devolution of assets and services from WDDC was to be discussed at a meeting at the WDDC offices on 2nd May. Paula and I attended this meeting along with most parish councils within the district. We will give a verbal report as it is an agenda item.

*We have just been informed that the recommended new hourly rate for the clerk's pay has gone up and from April this year the rate will be £9.34, which means that for the current year it will be roughly £100 more. Because we didn't know of this when we set our budget and precept, this extra will have to come out of reserves or contingency. **We do need to approve and minute this increase.** Approved and unanimously agreed.*
Pro CH, Sec HC

SIGNED.....CHAIR)

DATED.....

The new format Parish Assembly on 11th April was a great success with around 40 people attending and very many saying afterwards about how much they enjoyed it. Jo Warren sent me an email which I think sums it up "Thank you and the other parish councillors for laying on such a good meeting and also for all you all do through the year. I thought the format worked well and it was a useful and enjoyable occasion." The cost for the refreshments came in at about £50, so under budget, and I am sure we all would like to thank Christine, Diane and David for their hard work to make this a success and for coming up with the format, which I am sure we will want to continue with in future years.

The Litter Pick took place on 14th April when about 12 people turned out to help. All areas of the village were covered with a good amount of litter and general rubbish being collected.

I met with John Porter to go through things discussed at our last meeting and to explain about the 106 Agreement money that is available to go towards the purchase of the new piece of equipment for the field. We need to apply for this as soon as possible and John will give us an update at the meeting.

It was agreed to contact the Village Hall to formally ask the situation concerning WiFi connection and ask if a grant might be available, MB/Clerk

18.45 Clerk's Report

1. Telephone kiosk – signed Contract received. We now own it! MB has paint – someone to paint please? It was unanimously agreed to get a quote for painting the kiosk. Clerk
2. Mail sent to Blair Turner asking Highways to send letter to owners on West side of Cuckoo Lane requesting that they cut back their hedges or let council cut them back and charge for this service. It was noted that some of the hedges had been attended to but a number had not and this needed to be followed up.
3. Letter of thanks sent to Michael Fowler re copy of Icen Lane letter sent to Highways
4. Replied to Oliver Letwin – Council meeting felt it was not necessary to meet at this point in time re community bus
5. I have looked on the Police Site and can find no information relating to crime in Shipton.
6. Various updates completed on website.
7. Charity requests for 2018 – First Responders and Axe Vale Ring and Ride. Letter of thanks received from Ring and Ride. MB to chase up address to send cheque to First Responders.
8. Signs now ordered. Who to fix it please? MB to collect signs and JP offered to fix them
9. Hilary and I attended a Data Protection event on 26 March at Athelhampton House. It was not generally felt this meeting was telling us anything we didn't already know.
10. Updated poster for Litter Pick sent to Chris for inclusion on Facebook page.
11. Mail received from S106 Agreements – Village Hall and Lower Sturthill Farm. Further correspondence received and T Mallett has confirmed monies resulting in completion of heating system can be used to help replace equipment in playing field. Council have said we can add the two monies together. Received Section 106 application form for completion. Sent to MB.
12. I have received correspondence with attachments re the Askerswell Neighbourhood Plan. I have forwarded the mail to you for your information and reading. Please let me/Mary know if you have any comments.
13. Planning meetings notes sent to Councillors for reading/comments but New Planning database on hold
14. Information received re recharging election expenses from April 2019.
15. Meeting MB and CH re data protection
16. Sent Rospa details for John for him to arrange meeting.
17. Thank you for your responses – I will continue to forward the Rural Opportunities monthly bulletin.
18. Poster on survey for healthcare services for children and young people in Dorset put on noticeboards
19. Went with MB to WDDC Devolution meeting. This meeting was also not felt to be very informative.
20. Could I please ask that Councillors who give reports for each meeting, let me have them at least one week before the next meeting to enable me to get them on the website. Please also let me know if you have no report – it would all save time having to send out reminders. Thanks.

INITIALLED.....

18.46 Finance Report – Financial Report 19th May 2018

The 2017/2018 Accounts and the Annual Governance Accountability Return have been passed to our internal auditor Brian Medland for his approval and report.

To comply with Proper Practices we should receive and note his report prior to approving the annual governance statement and accounts.

The end of year accounts spreadsheet, the annual return and the explanation of variances have been included in the additional documents file on the website.

Cheques for approval

887	14/04/2018		Diane Buckenham	51.41		
888	09/05/2018		Mary Boughton	27.45		
889	09/05/2018		P Biss	36.87		
890	09/05/2018		Lam-Art - Signs	102.00		
891	10/05/18		Grayham Rosamond	168.00		

Cheques unanimously approved Pro RC, Sec HC

It was unanimously agreed that the Council would accept Came & Company's quote with its reduction for a three year Insurance renewal. Pro CH, Sec Clerk requested updated renewal Invoice – since received and passed to RFO.

Annual Return:

Section 1 - Annual Governance Statement approved

Section 2 Accounting Statement approved

Annual Return unanimously approved. Pro CH, Sec HC – signed by MB, CH, BM and Clerk. Documents to be put on the Website.

18.47 Data Protection The draft documents had been posted on the Website prior to this meeting and read by all Councillors. MB went through salient points and those that needed discussion. There were issues of data protection to comply with the new regulations but also issues around document storage, retention, disposal and data security to be considered. After some discussion and various amendments it was unanimously agreed to adopt the following eight documents which would then be published on the website. At least two further documents would be needed and should be ready for discussion at the next meeting.

- a. Data Audit
- b. Privacy Notice
- c. Data Protection Policy
- d. Email Consent Form
- e. Communication Consent Form
- f. Document Retention and Disposal Policy
- g. Retention of Documents, Appendix A
- h. Social Media Policy

INITIALLED.....

Vote of thanks given to MB for her hard work and appreciation of time taken to research and produce these documents.

18.48 WDDC Devolution of services to parish and town council. This is on-going and no decision made to date. MB/PB had attended a meeting in WDDC Offices in Dorchester but it was not felt this made clear the suggested devolution of services to parish and town councils and it was felt that most of the consideration to date had been for town not parish councils. There were many parish councils represented at the meeting and the general feeling had been that those in charge did not really understand the issues for small parishes. Parish councils asked repeatedly for definitive list of services and were told this would be sent out. It was also confirmed that no parishes would be forced to take on services devolved from higher authorities.

18.49 Bus Transport – Nothing to report. Bus service at present seems to be working and be reliable. It was though acknowledged that the service was a “sticking plaster” and not a long-term solution. Passengers have to register, and then ring and book when they wish to use the service. It was wondered if more advertising could be put in BVN and maybe on the relevant websites of the parishes in the Bride Valley who use the service.

18.50 Telephone Kiosk – We now own the telephone kiosk! We have received the correct paint from BT and it was unanimously agreed that quotes should be requested for the painting the kiosk both inside and outside from Steve Franklin of 1 Quarry Close plus a couple of others.

18.51 Parish Assembly Report – Agreed the new format had gone well and thanks were given to DBass, DB and CH for their efforts. Feedback received had said the 2min allowed for each speaker had been just right and it had been a most enjoyable evening. It was agreed to follow a similar format for 2019.

18.52 To receive the following Reports:

Highways – HC – Not much progress to date had been made on signage in Cuckoo Lane. HC to follow up. She had been contacted by a parishioner concerning the state of Bonscombe Lane, potholes etc. She understood that Keith Day, County Councillor had also been contacted and is following it up. The “dead end” sign at the entrance to the lane also needs to be reinstated and this would be followed up.

Planning – RC – 6 Councillors present at 7pm – before the main meeting this evening. Two applications: **16 Home Farm Way - WD/D/18/000806 and Land north of Bonscombe Lane - WD/D/18/00065.**

It was unanimously agreed to tick “no comments” on the Planning Website from Shipton Gorge Parish Council.

RC had received a visit from the purchaser of land at Cairnhill who had no intention of building more than the one property on the land which already had outline permission. He had also discussed his plans with neighbours and a planning application was expected. All agreed this was good news.

Playing Field – *Due to the bad weather there has been a delay in preparing the playing field , Graham Rosamond has now started cutting the grass and looking to getting it back to the standard we are used to.*

The mowing machine has not yet been serviced but will be in the near future Mr Rosamond is chasing this up.

INITIALLED.....

Mr Rosamond has asked for an increase on his hourly rate and will submit a letter for the next meeting for discussion.

A discussion with Mr Rosamond and Mrs Buckingham has taken place regarding the annual maintenance day. It has been decided that due to excellent work last year there will be no need to carry out one this year.

I have made an appointment with a Sales Consultant from Wicksteed to advise on the cost of the Netscape Rota Webb Climber and implementation. This will take place on 10th May with Mrs Buckingham and myself.

I have spoken to ROSPA with regard to their next visit and asked to be present when they do their checks. I am still waiting to hear from them as they do not organise their visits until a new month starts.

I have looked into a pair of goalposts and consider that a Forza 8x4 with aluminium supports would be the most suitable and will explain why at the next meeting.

JP had not yet received a letter from Grayham Rosamond requesting 4% rise on hourly rate of pay to £9.36. No action could be taken until letter received. He reported that he and Grayham had agreed the Maintenance Day in 2017/18 had been so successful that one would not be needed in 2018/19. Agreed Netscape Rota Webb to be placed where see-saw had once been – to the right of the roundabout, but not blocking the shelter. 106 Agreement would be forthcoming as Village Hall had agreed they had completed work needed at present so happy for their leftover monies to be made available for Netscape. It was felt a maximum of £7000.00 should be allowed for quote, groundworks and installation including approximately £2000.00 available from the 106 Agreement the rest from Playing Field Equipment Fund. Unanimously agreed Pro RC, Sec DBass MB to complete application form.

JP had spoken with RoSPA regarding the yearly inspection. They do not do their Schedules until May so JP will arrange to be present when the date is arranged.

JP had sorted out the new Football posts – costs approximately £145.00. Unanimously agreed.

Rights of Way/Footpaths – No report received.

18.53 To confirm dates for the next SGPC meeting – 11th July 2018. RC to chair

Meeting ended 10.00pm.

INITIALLED.....