# SHIPTON GORGE PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON**

**WEDNESDAY 8 January 2020**

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**Open Forum** There were no parishioners present.

**19.98 Present -** Cllr Hilary Cunningham (HC), Vice Chairman, Cllr Christine Huxtable, Cllr Diane James (DJ), Cllr John Porter (JP), Cllr Andrew Fry (AF,) Cllr David Bass (DB) joined the meeting at 8.40.

**In attendance** - Parish Clerk, Paula Biss (PB), Cllr Mark Roberts (MR) Dorset Councillor joined the meeting briefly but had to leave for another meeting. He asked for time to give brief update and Chair HC granted this request. Cllr David Bass managed to get to the meeting at 8.40.

He updated the Forward Plan for underpinning his budgets, being on three committees, Governance, Adult Services and Children’s Services, which were to be decided upon on Monday 13 January. He was asked if school funding would improve and if the SEND provision would be enhanced. As to the rural bus service, there seems to no or little funding for this.

He was asked if anything could be done about the excessive slurry, mud and dung on the road as several parishioners had made representation to councillors. Correspondence received to date to be forwarded to MR.

* 1. **Apologies for Absence –** CllrMary Boughton .

Cllr HC informed the Council that Heidi Briscoe has resigned as Councillor. Our Chair has written a letter of thanks to Heidi for all her work as Councillor. All the Councillors regret that Heidi feels unable to continue as Councillor due to her numerous family and work commitments. As the Council is now short of two Councillors we need to encourage likely parishioners to volunteer to become Councillors.

**20.00 Declarations of Interest.** There were none.

**20.01** **Vice** **Chairman to sign as correct record the minutes** of meeting held on 13 November 2019. Unanimously agreed and signed by the Chairman. Pro HC, Sec JP.

**20.02 To consider any matters arising from the Minutes not covered by this agenda.**

Vision ICT - Accessibility Statement – Clerk checked with Vision ICT and this document is to be issued soon.

**20.03**  **Chairman’s Report –** **January 2020. This had been on the Website**

*A happy New Year to everyone and my apologies for not being able to attend this meeting, and my thanks to Hilary Cunningham as vice-chairman for taking the chair. Also thank you for agreeing to change our March meeting to the 18th March so that I am able to be with you.*

*One of the agenda items is to set a date for our Annual Parish Assembly, and it struck me that some new councillors may not know what this is, so I have prepared a briefing paper which they may find helpful. We normally hold this on the second Wednesday in April but it can be held anytime between 1st March and 1st June and I suggest that this year a later date is chosen to give time for the draft Village Appraisal to be ready for presentation at the meeting. We also need to confirm the format of the Assembly this year and if we are to follow the previous two years successful Assemblies.*

*A date also needs to be set for our Annual Litter Pick, if we are to do one this year. It is normally held on a Saturday morning, meeting at the New Inn car park. In recent years we have had a good turnout of helpers, but this is not something we have to do, so it is up to the council to decide and if agreed to set a date.*

*I have added to the agenda an item suggesting that the council form a committee of three or four councillors to take forward our Climate Change agenda and what projects we might introduce.*

*Christine and Hilary will report on the Village Appraisal progress with regard to the questionnaires. Please bear in mind that when the Appraisal is finally completed there will be a lot of information on our resident’s wishes and this should help with our decision making in the future on various issues, such as Climate Change initiatives and provision of services.*

*An item I should report on up from the previous minutes is that of the replacement tree on the Bonscombe triangle. I have spoken to Dick and Barbara West and am told that the oak tree they wish to donate is of a suitable size, being over six feet. It is pot grown and therefore can be planted at any time. So it is just a matter of arranging for the existing ash tree to be removed and then planting the new oak and purchasing and erecting a suitable metal tree guard. I suggest we wait until early Spring to carry this work out.*

*We have had no further communication from Vision ICT regarding the statement that they will provide to go onto our website to make it compliant with accessibility legislation, but the clerk will follow this up.*

*However, we have had one incident that pertains to the Emergency Plan that councillors need to know about. It was noticed in late November that when the current Emergency Plan for the village was posted on the website, back in 2016 I believe, personal details of residents that were considered to possibly be vulnerable were not redacted and therefore this information had been able to be viewed on the website. This was a very serious omission on our part as this sensitive information should only be held by the Resilience/Emergency Planning Officer of the Parish Council, and this had been agreed when the plan was published but for some reason the redaction had not been made. I made the decision that the whole Emergency Plan should be removed from the website in its entirety for the time being, and this was done within a few hours of my being informed of the issue. I am confident that despite this information being available, it has not caused any danger or hazard to those involved during the time that it was visible.*

*So it is important that we get on with the review and update of the Emergency Plan and I apologise that I haven’t had time yet to meet with Diane regarding updating this, however I have obtained a copy of Symondsbury Council’s recently updated plan and this will be useful to cross reference and compare with our own. Work on this review will start as soon as time allows.*

**20.04 Clerk’s Report – January 2020. This had been on the Website**

* + - 1. *Various updates completed on website. Continued to forward/delete emails as appropriate.*
      2. *Wally Axford reminded of date of next meeting.*
      3. *Defibrillator. HC continues to report check once a month.*

*Training. We have had reminder from British Heart Foundation re training. Question re this to be on Village Appraisal document and decision to be made on receipt of replies. For March Agenda.*

* + - 1. *Councillors Workbook on acting on Climate Change available (by e mail) if requested. Have confirmed to Dorset Council that we have joined them and declared a Climate Change Emergency*
      2. *Awaiting decision on insurance before accepting quotation from E Mailed SmartWater re costs of product to mark things like fingerposts/playing field equipment as appropriate.*
      3. *Website Accessibility – Awaiting Accessibility Statement from Vision ICT*

**20.05 Finance Report – (CH)**

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| **Financial Report January 2020** | | | |  |  |  |  |  |  |
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**20.06 To approve final Budget/Precept for 2020/2021.** Presented by CH. CH had amended two entries to precept agreed at November meeting: Clerk’s Wages and Village Green. Precept unanimously agreed. Pro JP, Sec HC. Clerk to send approved request of £8963.00 to Dorset Council. Precept details to be put on Website.

**20.07 Village Appraisal update on Progress.** The Appraisal teamhad worked very hard to produce and deliver the Appraisal forms and were presently collating the information received. A good response – From a total of 212, 176 had been completed and 36 awaited – mostly holiday lets or second homes. It is intended the findings will be reported on at the Village Assembly.

**20.08 Parish Assembly 2020**. Agreed date is Wednesday 20 May. Clerk to check village hall available.

**20.09 Asset Register/Insurance/fingerposts – CH**. It was agreed the fingerposts would be expensive to replace (£8000-£10000) and should be added to Insurance Policy under Street Furniture and Came & Co have now supplied breakdown for individual items already insured so the Register can be updated.

As previously agreed SmartWater needs to be applied to the finger posts.

**20.10 Updating Emergency Plan Details**. MB has gathered further information and will meet with DJ as soon as possible.

**20.11 Climate Change.** The Council agreed that this should be taken forward and a committee should be formed. It is hoped that there are some parishioners, including children, who may take this forward together with some councillors. This issue is to be raised at the Parish Assembly as the Village Appraisal covered this area. To be discussed further at the March Meeting.

**20.12 Village Green – notices**. Initially DB felt it was not unreasonable but after discussion and the main fact that our Lease didn’t allow notices on the Green it was agreed it should be notice free.

**20.13 Annual Litter Pick**. It was queried if this was necessary, but generally felt it was a popular event that should be continued. Date agreed Saturday 4 April 2020. Clerk to write to council.

**20.14 Proposed dates for meetings 2020.** All happy with suggestions, including change of date in September. Hall has been booked.

**20.15 To receive the following reports:** HC asked that the defibrillator report be included here.

Website – DB - no report. DB is working with MB re website.

Playing Field – nothing to report. Replacement of plaque on new seat in hand.

Resilience – DJ – nothing to report to date.

Highways – HB - No report received. HC offered to take responsibility for Highways in the interim. Thanks were given to HC.

Defibrillator – Training on hold until results of Village Appraisal received.

Rights of Way – WA - no report received.

Meeting ended 9.30pm

**To confirm date for the next SGPC Meeting – 18 March 2020**