

**SHIPTON GORGE PARISH COUNCIL**  
**MINUTES OF THE MEETING HELD AT THE VILLAGE HALL ON**  
**WEDNESDAY 12 SEPTEMBER 2007**

**Present:** Cllr David Smith (Chairman) (DS), Cllr Charles Errington (Vice-chairman) (CE), Cllr Mrs Jean Ayers (JA), Cllr Robert Langran (RL), Cllr Mrs Amy Steele (AS), Cllr Robert White (RW).

**In attendance:**

Parish Clerk Ernie Thomas, District Councillor Mark Parsons (MP) and five members of the public.

**Open Forum:**

Simon Cleveland said that he was willing to assist with development of a Parish Plan, having already visited a number of relevant web sites and given some material to DS. His offer of assistance was gratefully accepted. Mary Boughton expressed appreciation of how good the playing field was looking and congratulated all those concerned.

**451. Apologies for absence**

Apologies for absence had been received from Cllr Derek Vowles (DV) on the grounds of his work commitments and from Cllrs Colin Green and Richard Cunningham on the grounds of other commitments. Cllr Ron Coatsworth had sent apologies for absence as a result of civic duties. These absences were approved.

**452. To sign as a correct record the minutes of the meeting held on 11 July 2007**

The minutes of the PC meeting of 11 July were agreed and signed by DS.

**453. Clerk's Report**

1. A request had been made to WDDC for the waste bin at Burbitt Lane to be made a fixture and for a notice about using it for bagged dog waste to be affixed. Due to the absence of the person responsible on extended sick leave this had not yet been done, but a colleague had promised early action.
2. A new version of the Risk Register incorporating amendments agreed at the July meeting had been prepared and signed by DS.
3. A letter had been sent to WDDC incorporating comments made at the July meeting regarding the draft Conservation Area appraisal.

**454. Other matters arising from the minutes**

1. CE had recently provided a detailed briefing note on the Connecting Dorset project which aimed to further the development of E-government. He said that the cost would be £13.61 per month plus VAT in return for which would be provided a broadband connection to the Clerk's home; 500 minutes of phone calls per month via the same connection; a laptop computer, docking station, monitor and printer with relevant software; and 3 years maintenance on the equipment. He and DS recommended that the PC take up this offer which required signature of an agreement and which would be funded in the current financial year by the budgeted contingency and/or available reserves. It was proposed by CE, seconded by JA and resolved unanimously that the Parish Council should enter into the formal agreement with DAPTC for provision of the Connecting Dorset programme. **CE** to progress this matter.
2. RC has confirmed that a response had been sent to the consultation document "Affordable Housing Provision as a Result of Planning Obligations". CE asked for a copy of the response. **Clerk** to obtain this from RC and circulate it.

**455. To adopt the Model Code of Conduct for parish councils contained in The Local Authorities (Model Code of Conduct) Order 2007 including the provisions of paragraph 12(2)**

The Clerk reported that a detailed briefing note on this matter had been considered at the July meeting when the PC had decided to defer adoption of the new code until the current meeting. It was proposed by CE, seconded by RW and resolved unanimously that the Parish Council adopt the Model Code of Conduct for parish councils contained in The Local Authorities (Model Code of Conduct) Order 2007 including the provisions of paragraph 12(2).

**456. To consider and, if thought fit, to adopt Standing Orders in the form of the draft circulated with the agenda**

Following discussion of the draft, it was agreed that paragraph 10 (Rescission of Previous Resolutions) should be omitted but, subject to this deletion and consequent renumbering of the following paragraphs, the proposed Standing Orders were agreed. It was proposed by CE, seconded by AS and resolved unanimously to adopt Standing Orders in the form of the draft circulated with the agenda (omitting paragraph 10). **Clerk** to circulate copies of the Standing Orders as adopted to all Councillors.

**457. To approve and accept the audited Annual Return for the year to 31 March 2007**

The Clerk reported that the Annual Return approved at the July meeting had been audited by BDO Stoy Hayward and their formal audit certificate had now been added to the form. It was proposed by CE, seconded by RW and resolved unanimously to approve and accept the audited Annual Return for the year to 31 March 2007.

**458. To consider and, if thought fit, to approve the opening of a Scottish Widows Bank Call Treasury Tracker Account and to authorise the transfer of playing field funds into that account**

The Clerk said that a briefing note had already been circulated about this matter. JA had established that DAPTC had a Treasury Tracker Account with Scottish Widows Bank and suggested this possibility should be considered by the PC. Detailed information had been obtained from Scottish Widows Bank about its Call Treasury Tracker Account. It was suitable for investment of funds held by a parish council. The rate of interest applying to the Call Treasury Tracker Account for instant access funds up to £99,999 on 30 August was 5.25% (compared with 3.25% on the existing Lloyds TSB account). Scottish Widows Bank was authorised and regulated by the Financial Services Authority. It was agreed that an account should be opened with all Parish Councillors as authorised signatories and any two to sign instructions to the Bank. The facility for telephone instructions would not be set up as this would result in one individual having the power to authorise transactions. It was proposed by CE, seconded by JA and resolved unanimously that a Scottish Widows Bank Call Treasury Tracker account should be opened on the above basis and that the playing field funds should be transferred into that account. **Clerk** to submit the necessary application and arrange for the transfer of funds from Lloyds TSB.

**459. To consider a report from the Chairman and chairs of Committees on matters to form part of a four-year strategy for the Parish Council and to appoint a working party to progress this matter**

DS reported that due to other pressures the meeting with chairs of Committees had not yet taken place. **DS** to arrange the meeting and the matter was carried forward for a report to be made and considered at the next meeting.

**460. To consider arrangements for progressing the Parish Plan**

DS expressed appreciation of Simon Cleveland's offer to become involved in this process. **DS** said he would set up a meeting with Mike Southgate of Burton Bradstock Parish Council to find out the cost and benefits of having a Parish Plan and would invite Simon Cleveland to attend this

meeting. **DS** also to discuss with **CE** how best to progress this matter and make use of the substantial amount of existing paperwork relating to this matter from previous initiatives. It was important to be clear as to the benefits likely to accrue before the **PC** could consider going ahead and he would obtain a best practice guide from **BLAP** to assist with the process. **CE** mentioned that there were a number of individuals not on the **PC** who had experience of developing a Parish Plan.

#### **461. To approve the Annual Update form for King George’s Field Shipton Gorge**

The Clerk reported that as the **PC** was sole corporate trustee of this registered charity, it had responsibility for submitting the Annual Update form. The proposed entries were read out by the Clerk and agreed. It was proposed by **AS**, seconded by **CE** and resolved unanimously that the Annual Update form be approved and it was duly signed by **DS**. **Clerk** to submit the form to the Charity Commission.

#### **462. Reports:**

##### **Planning**

The Clerk presented **CG**’s report in his absence. 1/W/07/000760 Lynch Farm barn extension was approved by **WDDC** on 23 July. 1/W/07/001133 Fir Tree Farm retrospective planning application was refused by **WDDC** on 31 July. 1/D/07/001265 Rock Haven new garage was approved by the Planning Committee on 8 August and by **WDDC** on 29 August. CA/07/00280 Barton House removal of three trees in back garden where roots are destroying the public footpath wall. ‘No comment’ recorded without the need to call a Planning Committee meeting. **DS** mentioned that in relation to tree work application CA/07/00134, **WDDC**’s Legal Services Manager had written acknowledging the errors in the application form but confirming that it nevertheless met all legal requirements. The matter was now regarded as closed.

##### **General Finance**

Copies of the 2007/2008 accounts with details of bank balances at 31 August were distributed. Three cheques had been issued since the last meeting as follows:

<b>CHEQUE No</b>	<b>RECIPIENT</b>	<b>AMOUNT</b>
435	OHE Horticultural Ltd (playing field expenses)	£23.53
436	Playsafety Ltd (playing field expenses)	£74.03
437	R W White (playing field expenses)	£158.56

The first two items had been authorised at the July meeting and the payment of £158.56 to **RW** in reimbursement of purchases of materials for playing field maintenance days was ratified. Payments of £58.75 to **BDO Stoy Hayward** in respect of the audit fee and £540.00 in respect of the Clerk’s salary were authorised. The current level of reserves was reviewed and considered appropriate. The Clerk mentioned that it was good practice for the **PC** to have a set of financial regulations. Agreed that the **Clerk** should liaise with **DS** and **CE** to produce a suggested set of financial regulations for consideration at the November meeting.

##### **Playing Field**

**AS** reported that the roundabout had been removed pending repair or replacement. A quotation for replacement of £2,871 (excluding installation) had been received. The likely costs of repair would consist of new galvanised frames (£480 plus VAT) and wood (around £80), giving an indicative cost of £560 plus VAT. **AS** therefore recommended repair as the preferred option. Quotes for new safety surfacing had been received of £2,050 plus VAT and £3,900 plus VAT. Another supplier would be providing a quotation. There was discussion about various sources of grant aid available. The Community Action Fund for Dorset could provide up to 75% funding. **DS** also asked that **AS** should contact Sarah Davis, Sports Development Officer at **WDDC** as previously recommended. It was felt that whilst a comprehensive refurbishment and renewal project might maximise available funding, the matter of reinstatement of the roundabout was so urgent that this project should proceed in isolation. It was proposed by **CE**, seconded by **RL** and

resolved unanimously that the Playing Field Committee should be authorised to incur expenditure up to £3,000 plus VAT for the purposes of repair of the roundabout and provision of safety surfacing to appropriate legal standards. **AS** to arrange for the Playing Field Committee to prepare a proposal for the roundabout and an outline plan for action in 2008 to include a project plan, customer survey and projected costings for repairs and improvements. A provisional date of 12 October was suggested for a meeting of the Playing Field Committee to progress these matters, subject to the availability of the Village Hall. DS thanked AS, RW and members of the public for their work in support of the playing field.

#### **Donations to the Village**

DS reported that as Chairman of the PC he had been asked to liaise with a private individual who wished to make several donations to village organisations and he had been asked to act as the sole recipient of these donations, which were made in August. The one condition the donor insisted on was total anonymity before and after the donations were made. DS had met the donor who had a strong preference to donate to Shipton Gorge Parish Council, Shipton Gorge Limited and New Inn Support Limited. DS had been able to give background information on all three organisations but was precluded from discussing the potential donations with anyone else. The decision on recipients and amounts had been made by the donor. Regarding the donation of £5,000 made to the PC, there was a strong preference for this amount to be spent on the playing field. DS said he had acknowledged receipt of the donation to the PC and recorded our appreciation of this generous gift. He had also passed on similar letters of receipt and appreciation for the other donations.

#### **DAPTC**

JA said that the next meeting was the following day and meanwhile there was nothing to report..

#### **BLAP**

DS reported that BLAP was preparing an action plan with representations required by the end of September and it was agreed that he should deal with this on behalf of the PC. DS said that one matter to be raised was the concern about the loss of the DDB.

#### **Rights of Way**

RL reported that a local resident had cleared footpaths 1 and 2 and that footpath 5 on the north side of Shipton Hill was clear of undergrowth.

#### **Village Hall**

JA said the committee had met on 4 September. A recent electrical fault had been dealt with and resanding of the floor and upgrading of the toilets was being progressed. There would be no more Moviola shows due to insufficient attendances and no Artsreach event by Christmas. A bingo event was being organised and bookings remained good.

#### **Highways**

No report in the absence of DV.

#### **Web site**

The Clerk reported that in view of the imminent Connecting Dorset initiative, no action had been taken to assume responsibility for maintenance of the existing web site. It was agreed that meanwhile Damon Allen should continue to upload amendments to the web site.

At this point DS mentioned a recent invitation from Shipton Gorge Limited for the PC to nominate a Councillor to act as a director of the Company. As this had been received too late for inclusion on the agenda, the PC could not make any decision on this matter at the current meeting. It was noted that RL was a director of the Company in a private capacity and was prepared to stand as the PC's representative if requested to do so. Agreed that this matter should be on the agenda for the next meeting when a decision could be taken.

#### **463. Correspondence**

The correspondence log had been distributed and was largely self-explanatory. As regards item 75, it was agreed that **DS** should make appropriate representations on behalf of the PC on the Core Strategy Issues and Options Paper. As regards item 85, it was agreed no response was required as the PC did not pay allowances to Councillors. As regards item 88, it was agreed that **CE** should respond on behalf of the PC to the consultation on review of additional pitch

requirements for Gypsies and Travellers in the South West. As regards item 96 concerning the extension of the Gateway Communities Forum to include coastal parishes, it was agreed that **JA** in her capacity as DAPTC representative should report back on how this forum was working and attend its meetings. As regards item 102, agreed that the **Clerk** should respond to WDDC regarding the number of fixed signs required in connection with the proposed dog control orders.

**464. To confirm the date for the next meeting**

It was agreed that in view of the Clerk's unavailability on 14 November, the next meeting would be held on Monday 19 November.

At this point DS asked MP if there were any matters on which he wished to comment. MP mentioned the issue of large recycling lorries using Cuckoo Lane and said that the alternative would be for certain residents to lose the collection facility. He was pressing for the provision of smaller vehicles for areas with difficult access. DS said that he would prefer the collection facility to continue if at all possible.