**Iwerne Courtney & Stepleton Parish Council Meeting Minutes**

**Date:** 19th July 2023 **Venue**: Shroton Village Hall

**Present:**  Cllr Gredley (Chairman) Cllr Hewitt (Vice Chairman), Cllr Barrett, Cllr Gibson Fleming

**In attendance:** The Clerk

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| **Agenda Item** | **Discussion Points** | **Action** |
| **1. Apologies** | Cllr Christmas, Unitary Councillor Somper |  |
| **2. Minutes of Previous Meeting** | The Minutes of the meeting held on 15th May 2023, having been previously circulated, were agreed and duly signed by the Chairman. |  |
| **3. Chairman’s Announcements** | Cllr Gredley signed the Acceptance of Office as Parish Council Chairman for the current year.  The Chairman explained that his policy will be to make the nest use of resources, people and money, for the benefit of parishioners.  There is a candidate interested in being oo-opted as a Parish Councillor but he was unable to attend the meeting. The Chairman will request a written expression of interest and completion of the questionnaire by the candidate. | **JG to request the letter & form** |
| **6. Declaration of Interests** | None declared |  |
| **7. Matters Arising** | The frequency of meetings was considered; there was some concern regarding the bi-monthly format. It was agreed that the Council will arrange informal ‘agenda setting’ discussions between meetings. | **JG to arrange a suitable meeting date & venue** |
| **8.** **Democratic Period:**  a. Dorset Councillor Somper  b. Public & Parish Council | 1. **Dorset Councillor Somper**  - was not present and a report had not been received 2. **Public and Parish Council Participation -** Cllr Gibson-Fleming advised that the Wessex Internet fund had closed and there would be an announcement regarding a distribution for community benefit in due course. |  |
| **9. Correspondence** | The Clerk had circulated a list of correspondence received in the period 18/05/2023 to 18/07/2023 and highlighted items noted within the minutes.  A request had been received from the new owners of the Cricketers, who are planning the ‘Shrotonbury Festival’ over the August Bank Holiday weekend, to use the Glebe for some activities including operating a bouncy castle. The Council agreed that this would be agreeable subject to receipt of a risk assessment, details of insurance cover, confirmation of clearing up arrangements and an assurance that neighbours will be consulted. It is understood that live music will cease at 9 pm. | **JH to write to the Cricketers** |
| **10. Parish Council Representatives** | **a) Review of Councillor responsibilities -**  Cllr Barrett confirmed responsibility for Trees, Cllr Hewitt confirmed as responsible for Footpaths & the Play Park  Cllr Gibson Fleming offered to provide ‘one-off’ project assistance and serve as technical advisor regarding the website.  **b) Play Area Report –**  Cllr Hewitt reported that the annual inspection has taken place and that most issues were minor and deemed to be low risk. The donations box has been opened and contained £ 50, reduced due to a lack of visitors. A repair to the basket swing is necessary and the materials kit will cost around £89.  Cllr Hewitt proposed that a shade for the Play Park be investigated. The Clerk noted that there is a local contractor who offers reasonable rates for repairs and is fully accredited.  **c) Parish Footpaths and Bridleways –**  Cllr Hewitt noted that there were no footpath issues to report. There was an issue of overflowing dog waste bins which had been reported to Dorset Council and which has been dealt with.  **d) The Glebe & Parish Trees**  Cllr Hewitt confirmed that whilst SSEN has access over the Glebe, the land is owned by the Parish Council. The damage to the wildflower reserve caused by SSEN vehicles on 14th June had been verbally reported by Cllr Hewitt and Cllr Somper. A return phone call was promised by SSEN but was not received. The Parish Council agreed that a written complaint would be made to SSEN with a request for compensation to the value of a new tree.  A resident had raised the issue of the safety of the Lombardy Poplars, noting that on a windy that these were very unstable and actually very dangerous. It was confirmed that these were subject to a Tree Preservation Order (TPO) but there appeared to be no good reason for this to be maintained and the issue had been raised in the past when a branch has fallen. A request will be made to Dorset Council to review the status of the TPO with a view to requesting that these trees are felled.  **e) Parish Council Website Development**  The issue of a ‘bio’ of Councillors was discussed and decided against. The Parsh Council considers that there is enough published information on the internet.  It was noted several sections of the new website require content and Cllrs Barrett and Christmas will review this. The Village Hall will be asked to provide a link as will the pub & church.  It was agreed that the go live’ date should be finalised as soon as possible.  **f) Parish Records**  Cllr Hewitt noted that an archive of records included the Parish deeds had been received and required storage at the Village Hall. Cllr Gibson Fleming agreed to arrange the supply of a lockable storage cabinet.  **g) Roads issues**  The issue of the impact of the road closure in September for major re-surfacing on local residents we reviewed. It was agreed there was no pressing need to make arrangements for local errands for householders affected by the closure.  A very high quote (approximately £4,700) had been received from Dorset Council regarding the installation of dropped kerbs to access to the Glebe and the Village Hall. The Chairman had written to Dorset Council enquiring as to whether this could be publicly funded under the Equality Act 2010. A definitive response to this had yet to be received; it was agreed that all the scheduled dropped kerbs are necessary work and this issue should be pursued.  Two damaged village signs on Fairfield Lane and Frog Lane were reported by Cllr Hewitt. These will be raised with Dorset Council re responsibility for the damage.  Post Meeting Note – Cllr Gredley has been advised that Mr Roland Skeats , Technical Officer for the parish area has been asked to manage the above. | **JH to purchase repair materials for the basket swing and investigate a suitable shade**  **JG to draft a letter to Dorset Council**  **HC action**  **HGF to arrange supply of a suitable cabinet**  **JG to monitor response from Dorset Council**  **JG to raise with DC** |
| **11. Planning Matters** | 1. An updated version of the register had been circulated to the Parish council   Updates notified:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Status** | **Date of decision** | | **Reference** | **Address** | **Work description** | | **Granted** | **18/05/2023** | **P/FUL/2023/01410** | | **Farrington House Farrington Bridge To Farrington Village** | **To install ground mounted Solar Photovoltaic Panels for domestic use** | | **Granted** | **30/05/2023** | **P/HOU/2023/0218** | | **4 Old Mill Cottages Main Street Shroton DT11 8TW** | **Remove existing conservatory and replace with larger one in the same position** | | **Granted** | **26/06/2023** | **P/HOU/2023/02400** | | **Stepleton House A350** | **Install new conservation rooflight** | | **Granted** | **26/06/2023** | **P/LBC/2023/02401** | | **Stepleton House A350** | **Install new conservation rooflight** |   **b) New applications**  **P/HOU/2023/03736 - 4 Rectory Gardens Shroton DT11 8RQ - Erect single storey side extension. Erect 6' closed boarded fence to side boundary**  Neighbours had been consulted and there were no objections. The Council agreed to support the application.  **P/LBC/2023/03865 - Stepleton House A350 - Carry out internal & external works to the main house and west wing.**  It was noted that the application concerned the restoration of original features and should be supported  **P/CLP/2023/03712 Shroton House Telegraph Street Shroton Dorset DT11 8QQ - Certificate of lawfulness for formation of agricultural access and hard standing**  The PC had not been formally advised of this application and had not been invited to comment. It was felt that the issue of the provision of proper drainage should be raised with Dorset Council. |  |
| **12. Finance Matters** | 1. Retrospective payments approved: Clerks pay 28/05 /2023 and 28/064/2023 **£ 270** 2. Council approved payment to the Clerk of **£ 195** being reimbursement of HMRC PAYE liability for April-June 2023 (direct payment not possible due to internet m=banking issues) 3. Council approved payment to The Play Inspection Company being the Annual inspection fee - **£ 126.00** 4. Council approved payment to Clerks expenses May– July 2023 - **£15.62** 5. Council approved payment Rob Smith – Glebe mowing - **£ 156.00** 6. Council approved DAPTC payment (Cllr Gredley training) – **£ £27.00** 7. Payment approvals– Proposed Cllr Hewitt, 2nd – Cllr Gibson-Fleming 8. Online Banking update – Cllr Gredley has completed the application form for online access and this will be submitted to BoS | **Clerk to submit application to BoS** |
| **13. Parish Reserves** | The PC reviewed the sufficient of reserves. It was noted that there was a detailed reserves calculation when the precept had been set in 2022. The Clerk advised that he had not seen this, only a budget calculation.  The Clerk suggested that the PC considers confirming capital equipment replacement and repairs reserves, an election reserve, a defibrillator reserve as a starting point. The General reserve should be held at between 3 and 12 months of the value of the precept and the Clerk suggested that 50% of the precept would be about right. The Chairman will give ethe subject further thought and will report to the next meeting | **JG to review reserve account headings and possible levels** |
| **14. Other Matters for discussion/information and tabling for next meeting** | **a)** Website update/progress  **b)** Dropped kerb at the Glebe progress  **c)** Next meeting date –**Wednesday 20th September 2023 at Shroton Village Hall 7.00 pm** |  |

**The presiding Chairman declared the meeting closed at 8:20 pm**

**Chairman ………………………………………… Date……………………………………………..**

**Iwerne Courtney & Stepleton Parish Council**