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

**Date: 15th November 2023 Venue**: Shroton Village Hall.

**Present:**  Cllr Gredley (Chairman) Cllr Hewitt (Vice Chairman), Cllr Christmas, Cllr Barrett, Cllr Gibson-Flemng **In attendance**: The Clerk

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| **Agenda Item** | **Discussion Points** | **Action** |
| **1. Apologies** | Unitary Councillor Somper |  |
| **2. Minutes of Previous Meeting** | The Minutes of the meeting held on 20th September , having been previously circulated, were agreed and duly signed by the Chairman. |  |
| **3. Chairman’s Announcements** | The Chairman noted that no progress had been made with regard to the co-option of a replacement Councillor. |  |
| **4. Declaration of Interests** | None declared. |  |
| **5. Matters Arising** | Covered by agenda items below. |  |
| **6.** **Democratic Period:**  a. Dorset Councillor Somper  b. Public & Parish Council | 1. **Dorset Councillor Somper**  - had submitted a written report prior to the meeting, taken as read. 2. **Public Participation -** There were no questions 3. **Parish Council Participation -** There were no questions. |  |
| **7. Correspondence** | The Clerk had circulated a list of correspondence received in the period 21/09/2023 to 14/11/2023 and highlighted items noted within the minutes.  The Parish Council has been made aware of an issue of overgrown hedges adversely affecting sightlines at critical junctions in the Parish. Assurances had subsequently been received that these will be addressed. | **JG to monitor progress** |
| **8. Parish Council Representatives** | **a) Play Area Report**  Cllr Hewitt advised:   * there is possibly a replacement lawnmower available which is currently being serviced. * toadstools have been treated with Epsom salts which appears to deal with the problem   **b) Parish Footpaths and Bridleways**  No issues reported.  **c) The Glebe & Parish Trees**  Cllr Hewitt confirmed that the wildflower area on the Glebe has now been mowed.  **Lombardy Poplars -** Quotes had been received from 4 contractors. The Parish Council agreed the appointment of a contractor on the basis of value for money and known quality of service, although the charge for stump grinding has yet to be confirmed. Consideration will be given to how the felled trees can best be disposed of, the poplars themselves being of no commercial value.  **d) Highways issues**  Cllr Gredley confirmed that:   * Road markings at junction of Glebe and Main Street have been re-lined * Drains down Fairfield Road – there is no evidence that there is a run off problem. Drain clearing has been requested. * Village entry signs claim for damages & potholes - will be discussed at a meeting in January between the new Community Highways Officer & Cllr Gredley * Dropped kerbs – the timetable for installation to be discussed with the CHO. **STOP PRESS**! **CHO has confirmed that work is scheduled for 20th November 2023** * Grit bins – have been inspected and found to be adequately filled   **e) Parish Council Website Development**  Cllr Gibson Fleming noted that the domain for the ‘old’ PC website is not pointing to the new site, this needs to be discussed with administrator for the old website.  The Clerk noted that DAPTC links are not currently working.  Cllr Christmas had hoped that the website would operate as a parish photo archive but it seems that this will not be possible within the present basic package. Cllr Christmas will ask the website provider if another package would improve this functionality.  **f) DAPTC**  The Clerk reported that information relating to the 2024 Elections had now been received including the timetable for the submission of nominations.  The back office area of the new DAPTC website can be accessed by Councillors using an individual password.  The DAPTC have confirmed that there will be a digital switchover of telephone services in October 2024; this will involve all residential landlines being supplied with new equipment. Further information will be provided next year.  **g) Allotments**  All allotment fees, with one exception, have now been paid. This will be followed up.  A complaint has been received concerning the lack of cultivation of some plots given that there are people on the waiting list. The Clerk noted that it is the practice of many Councils to ask allotment holder to leave if their plots are left uncultivated for a significant period. It was noted however that there were personal reasons, including illness, that explain why some plots had not been properly attended to. It was **AGREED** that the present policy should remain informal and the issue will be reviewed during the next growing season.  **h). Old Post Office Noticeboard**  This is in need of renovation. A resident has offered to provided the materials for this task free of charge. It was **AGREED** that the Solar Fund reserve would be used to fund the cost of this work.  i) **Christmas decorations arrangements**  It was **AGREED** that small trees and battery powered non-flashing LED could be situated either side of the bus shelter. | **Clerk to confirm contractor appointment after establishing stump grinding cost**  **JG meeting with CHO**  **HC follow up actions**  **Councillors to consider their nomination submissions**  **Clerk to monitor**  **JG to follow up**  **JG to confirm** |
| **9. Planning Matters** | 1. An updated version of the register had been circulated to the Parish council   Updates notified:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Status** | **Date of DC decision** | **Reference** | **Address** | **Work description** | | **Granted** | **20/09/2023** | **P/HOU/2023/00886** | **Old Barn Main Street Shroton Dorset DT11 8QF** | **Carry out structural repairs to restore existing outbuilding** | | **Granted** | **20/09/2023** | **P/LBC/2023/03951** | **Manor Farm Telegraph Street Shroton Dorset DT11 8QQ** | **Internal and external alterations and rebuilding of single storey wing to change the use of existing barns to dwelling house. Demolition of existing modern agricultural building and erection of new agricultural barn.** | | **Granted** | **06/10/2023** | **P/VOL/2023/04594**  **P/VOC/2023/04601** | **FORMER TITHE BARN AT CHURCH FARM FAIRFIELD ROAD SHROTON** | **Conversion of the barn to office space & one unit if residential accommodation -** | | **Granted** | **12/10/2023** | **P/TRT/2023/05359** | **Land opposite 1 Church Cottages Main Street Shroton** | **T1 - Ash - Fell due to ash die back and replant with oak within** |   **b) New applications:**  **P/LBC/2023/05630 - The Thatched Cottage 33 Telegraph Street - Replace 2 no. external oil boilers**  There were no objections to this application and Dorset Council had been advised of this decision.  **P/HOU/2023/05442 - 6 Rectory Gardens Shroton Dorset DT11 8RQ - Erect double storey side extension and single storey rear extension.**  It was noted that issues had been raised in relation to possible of light and the very small gap with neighbouring properties. The Council could neither support or object to the application and agreed to make comments only. | **Clerk to return suitable comments** |
| **10. Finance Matters** | 1. **Retrospective payments approved:**  |  |  |  |  | | --- | --- | --- | --- | | **Date** | **Supplier** | **Description** | **Cost** | | 22/09/2023 | David Green | Expenses | £13.05 | | 22/09/2023 | Iwerne Valley Lawn Maintenance | Glebe grass cutting | £208.00 | | 28/09/2023 | David Green | Sept 2023 pay | £270.00 | | 13/10/2023 | David Green | Duplicate payment\* | £13.05 | | 13/10/2023 | Iwerne Valley Lawn Maintenance | Duplicate payment\* | £208.00 | | 13/10/2023 | HMRC (PAYE) | Q2 2023/2024 PAYE | £195.00 | | 18/10/2023 | Tim West | Email prob resolve | £25.00 | | 28/10/2023 | David Green | Oct 2023 pay | £270.00 |   Duplicated payments of £13.05 and £ 208.00 were noted and had been dealt with by repayment and offset against future costs. The reason for these duplications being made were not clear but arose in during the authorisation process. The Clerk & Cllr Hewitt will liaise by telephone when future payments are being made which will hopefully eliminate this problem.  The DAPTC have been requested to refund the cost of resolving the email problem which was attributable to their change of email servers.   1. **New payments approved:**  |  |  |  |  | | --- | --- | --- | --- | | **Inv date** | **Supplier** | **Description** | **Cost** | | 27/10/2023 | Community Heartbeat | Defibrillator pads | £ 73.14 | | 15/11/2023 | Cllr Hewitt | Epsom salts for toadstools | £ 13.75 |  1. The financial report for the period September to November 2023 was approved 2. It was agreed that the PC would be included in publicity in relation to the donation of £ 8,400 from Wessex Internet 3. The Clerk proposed the setting of a precept of £ 5,000 for 2024/2025, an increase of £62 above the 2023/2024 precept. This would mean an increase of £2.26 annually for a Council Tax Band D property It was noted that the Parish Council has a high level of reserves and a reasonable general reserve. Appropriate reserve allocations have been made for 2024/2025 to include major costs including play are equipment, tree maintenance. In making the precept proposal the Clerk had made a reasonable forecast in relation to unspent funds and proposed that exceptional costs will be met from the general reserve. The budget & precept will be reviewed at the January 2024 meeting prior to the submission to Dorset Council. 4. The PC agreed to open a deposit account with another bank to make best use of capital funds and generate a reasonable rate of interest on the long terms reserve funds it holds. | **Clerk & JH/JG to arrange payments**  **Councilors to review at next PC meeting**  **Clerk to make arrangement to open a suitable account** |
| **11. Other Matters for discussion/information and tabling for next meeting** | 1. Budget proposal 2. Deposit bank account details   **c)** Next meeting date –**Wednesday 17th January 2024 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**