



**MINUTES OF THE ANNUAL GENERAL MEETING 9 MAY 2016
COMRADES HALL, BROADWINDSOR**

PRESENT: Cllr. Mike Saunders, Cllr. Rowland Hibbard, Cllr. Jenny Calverley, Cllr. David Chumbley, Cllr. Peter Hardwill, Cllr. David Leader, Cllr. Jacqui Sewell, Cllr. Roger Smith, Cllr. Lesley Tibballs.

ATTENDANCE: Helen Cudmore (Clerk).

The Meeting commenced at 7.30 pm and was opened by Councillor Saunders. There were no members of the public present.

1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN

Councillor Saunders informed the Council that due to recent ill health and continuing treatment and a planned move out of the area, that he would not be standing for election as Chairman for the coming year. Councillor Saunders thanked Members for their support during his period of Chairmanship and stated that he had very much enjoyed his time in office. Councillor Sewell thanked Councillor Saunders for his efforts and stated that he had fulfilled the role of Chairman well. All Members concurred.

Councillor Saunders asked for nominations for Chairman. Councillor Leader proposed Councillor Hibbard, seconded by Councillor Smith. By a show of hands, Members of the Council all agreed.

Resolved: Proposed by Councillor Leader, seconded by Councillor Smith and agreed by a show of hands, the Council unanimously elected Councillor Hibbard as Chairman of the Broadwindsor Group Parish Council for the period 2016/2017.

Councillor Hibbard joined the Council as Chairman and asked for nominations for Vice Chairman. Councillor Saunders proposed Councillor Leader, seconded by Councillor Calverley. By a show of hands, Members of the Council all agreed.

Resolved: Proposed by Councillor Saunders, seconded by Councillor Calverley and agreed by a show of hands, the Council unanimously elected Councillor Leader as Vice Chairman of the Broadwindsor Group Parish Council for the period 2016/2017.

Councillor Hibbard paid thanks to Councillor Saunders for his hard work and commitment to the Council.

2. APOLOGIES AND APPROVAL OF ABSENCE

Apologies were received from PCSO Alex Bishop, Councillor Frampton, Councillor Bassett, Councillor Hedditch and Councillor Knox and apologies were unanimously approved by the Council.

3. DISCLOSURES OF INTEREST

None.

4. MINUTES OF THE LAST MEETING

A copy of the minutes from the Meeting held on 11 April 2016 was confirmed as a true record and signed by Councillor Hibbard.

5. MATTERS ARISING

The Clerk reported that due to ill health Mr. Malcolm Wigglesworth had resigned from the Council with immediate effect. The Clerk was asked to send a letter of thanks to both Mr. Slimon and Mr. Wigglesworth for their service to the Council and to wish them both well.

Action: The Clerk to send a letter of thanks to Mr. Slimon and Mr. Wigglesworth.

6. PUBLIC PARTICIPATION

There were no members of the public present.

a. Report from Councillor Knox

No report.

b. Report from Councillor Sewell

Councillor Sewell reported on the recent referendum on the future of local government in Dorset held on 5 May 2016. Councillor Sewell stated that the majority of those voting and responding to the question, 'How would you like West Dorset District Council to be run' had voted for 'By one or more committees made-up of elected councillors' and this would therefore bring change to how the Council is run now. Councillor Sewell informed that this change would see two extra Councillors becoming part of the Executive, which would also mean an additional £14,000 of expenditure in the form of allowances. Councillor Sewell also stated that there will be no real change for twelve months as legislation needs to be drafted and approved.

Councillor Sewell reported that in July new charges will be implemented for the Community Infrastructure Levy (CIL). The levy is the charge that local authorities can set on new developments in order to raise funds to help infrastructure, facilities and services such as schools or transport improvements which are needed to support new homes or businesses in the area. Councillor Sewell stated that since March of this year, a contribution of in excess of £120 per square metre on all houses being built has been introduced and it is also charged when planning restrictions are lifted or changed at a later date. Councillor Sewell stated that she believes that the CIL can be justified, but that the social housing contribution is not justified as it will not build any affordable housing in villages and could stop any new open market housing being built.

Councillor Hardwill stated that CIL should not be going back to Dorset County Council. Councillor Leader asked if West Dorset is likely to become a Unitary Authority, Councillor Sewell confirmed stating that it could become a Shire Unitary and that each Councillor would represent the same amount of people, 4000 and that wards would therefore be divided and reallocated again. Councillor Sewell stated that the timescale for this is two years. Councillor Sewell agreed to keep the Council updated on this matter.

c. Report from PCSO Alex Bishop

In the absence of PCSO Alex Bishop, the Clerk presented his report. Since the Council Meeting last month there was little to report, other than a theft of items from a small-holding between Broadwindsor and Drimpton. Stolen items included a water bowser, fencer and battery. PCSO Bishop reminded Members that crime prevention advice is available and due to the recent relocation of the Team, they can be contacted on the 101 number as they no longer have a direct line.

7. CORRESPONDENCE AND NOTICES

The Clerk reported that she had received a letter from Bridport and District CAB to thank the Council for the recent grant of £100.00. The Clerk also informed that she had received information with regard to a forthcoming Minerals and Waste Planning consultation for Bournemouth, Dorset and Poole. The Clerk stated that she would send the website link to Members.

Action: The Clerk to forward the website link for the above consultation to Members.

8. COUNCIL MEETING DATES AND VENUES

Councillor Hibbard stated that it was usual for a couple of Council Meetings to be held in different venues throughout the year. It was agreed by Members that the Meeting on 11 July should be held at Drimpton Village Hall and the Meeting on 12 September be held at Blackdown Village Hall. It was also agreed that subject to planning applications, there will not be a Meeting in August. If the Council is asked for its corporate view on an application and an extension cannot be agreed then the Council will be recalled.

9. REVIEW OF STANDING ORDERS

Councillor Hibbard asked Members if they had reviewed the Council's Standing Orders to ensure that they were still fit for purpose. Councillor Hardwill stated that an amendment be made with regard to the period of service for the Chairman, most notably that if they have served for three consecutive years as Chairman, they cannot be elected again for a period of twelve months. This was agreed by all Members by a show of hands.

Resolved: Proposed by Councillor Smith, seconded by Councillor Chumbley and approved by a show of hands, the Council unanimously agreed to amend the Standing Order to state that if a Member has served as Chairman for three consecutive years, they cannot be elected again for a period of twelve months.

10. APPOINTMENT OF REPRESENTATIVES

a. Broadwindsor School

Councillor Leader agreed to be the representative for Broadwindsor School.

b. Blackdown, Comrades Hall and Drimpton Village Hall Committees

Councillor Hardwill agreed to be the representative for Blackdown Village Hall, Councillor Smith agreed to be the representative for Drimpton Village Hall and Councillors Sewell and Tibballs agreed to be the representatives for Comrades Hall.

c. Hursey Common Committee

Councillor Leader agreed to be the representative for the Hursey Common Committee.

d. Allotment Committee and Rights of Way

Councillor Chumbley agreed to be the representative for the Allotment Committee and for matters relating to Rights of Way.

e. DAPTC Western Area Committee

The Clerk informed Members of the Committee structure for the Dorset Association of Parish and Town Councils and stated that the Council can send two Members to Meetings, the next being on Thursday 26 May at Mountfield, Bridport. Councillor Sewell agreed to attend and report back at the next Meeting.

f. Any other representations

None.

11. VACANACY FOR THE BROADWINDSOR WARD

The Clerk informed that West Dorset District Council had not received any requests for an election to take place fill the causal vacancy that had arisen following the resignation of Mr. Slimon. The Parish Council may now fill this vacancy by co-option. The Clerk informed that following the resignation of Mr. Wigglesworth, the same process must now be followed for the second vacancy. The Clerk asked Members whether they wished to wait for the period of notice to end and if again, no requests for an election were received, conduct both co-options at the same time. All Members agreed.

Action: The Clerk to inform West Dorset District Council of the resignation of Mr. Wigglesworth and arrange for the formal notice to be put on noticeboards in Broadwindsor. The Clerk to add this matter to the agenda for the next Council Meeting.

12. ACCOUNTS

a. Finance Report

The Clerk referred Members of the Council to a spreadsheet highlighting income and expenditure for the first quarter of 2016/2017, which had previously been circulated. The current balance as of 1 May 2016 was £31,482.54.

b. Year End Accounts 2015/2016

The Clerk stated that given the date of the internal audit later that week, that the approval of the end of year accounts would be deferred until the next Meeting and will be placed on the agenda accordingly.

c. Approval of the Annual Governance Statement for 2015/2016

The Clerk referred Members to the Annual Governance Statement for 2015/2016 which had been previously circulated and explained that this was part of the Annual Return and must be approved, signed and referenced before submission. Councillor Hibbard asked if there were any issues or questions, there were none.

Resolved: Proposed by Councillor Leader, seconded by Councillor Tibballs and agreed by a show of hands, the Council unanimously approved the Annual Governance Statement for 2015/2016.

Councillor Hibbard referred Members to the list of payments as listed on the agenda.

- d. To approve payment of £204.92 to Community First Trading (insurance renewal)
- e. To approve payment of £84.00 to Comrades Hall (room hire)
- f. To approve payment of £25.00 to Mrs. Libby Jukes (allotment deposit)
- g. To approve payment of £25.00 to Mr. Ashley Painter (allotment deposit)
- h. To approve payment of £750.00 to Comrades Hall (grant)
- i. To approve payment of £750.00 to Drimpton Village Hall (grant)
- j. To approve payment of £550.00 to Blackdown Village Hall (grant)
- k. To approve payment of £512.50 to Michelle Abadie (website build)

The Clerk provided a breakdown of costs incurred so far in relation to the website - domain name registration, hosting and web design and build, this totalled £1007.60. A grant had been applied for and successfully approved from the Transparency Fund and £1089.00 had been awarded to the Council. The Clerk stated that additional costs will be incurred for logo design and stationary, website training and any further maintenance of the website.

Resolved: Proposed by Councillor Smith, seconded by Councillor Saunders and agreed by a show of hands, the Council unanimously approved payments d to k as above.

13. PLANNING APPLICATIONS

a. Applications Received and Circulated for Consultation

WD/D/16/000473 Shady Side, Axnoller Lane, Beaminster DT8 3SH

The Clerk stated that this application was seeking permission to allow a further temporary period of occupation for five years and that Councillor Leader had been appointed as the lead Councillor. Councillor Leader stated that the application was complex with a history of legal challenges and believed that it was more appropriate for the Legal Department at West Dorset District Council to comment than the Parish Council. Members agreed.

WD/D/16/000549 Seaborough Manor Farm, Seaborough, DT8 3QY

The Clerk stated that this application was seeking permission to erect a horse exerciser and associated works and that Councillor Calverley had been appointed as the lead Councillor. Councillor Calverley stated that she had consulted with the closest neighbour and although no formal objections had been raised, there were several issues which should be submitted as part of the Council's corporate view, most notably,

- There is already an existing horse walker on site and the Council wishes to seek confirmation that appropriate planning permission for this facility was granted.
- The existing structure was originally screened by tall evergreen trees to the North and East, this screening has now been removed exposing the incongruous structure and has taken away the sound proofing. Horse exercisers generate a lot of noise, horses thumping the kick boards and metal gates clashing and banging when entering and leaving, a second walker will double the impact. Screening should be reinstated for the original walker on both the Northern and Eastern sides.
- There should be appropriate screening for the new structure to reduce both visual and audio impact to the nearest dwellings.

- The application provides no details about hours of use, given that the equipment will be powered by a motor or generator, consideration at this stage must be given to those living in nearby dwellings and use should be restricted. The applicant should clarify this due to the potential noise pollution.
- The applicant has answered 'not applicable' on Point 22 when referring to whether the proposal is for industrial or commercial processes, it is a commercial business.

**WD/D/16/000310 Westlea, West Dairy Farm Access Road, Seaborough, DT8 3QY
(amendment)**

The Clerk stated that an amendment to the Plan had been submitted for this application. Councillor Calverley reported that she had spoken with the new neighbour of this property and that no objection has been raised as the elevation was being reduced. The Clerk stated that this application was approved on 28 April.

b. Other applications

WD/D/16/000538 Potwell Gorse, Potwell Farm, Mosterton, DT8 3HG

The Clerk stated that the above application was seeking a Lawful Use Certificate to use the building as an independent dwelling. The Council expressed its concern about such retrospective applications but made no formal comment.

c. Results

None.

14. WEBSITE

The Clerk reported that the website is now live and that she will soon receive training on the content management system. Following that she will be able to upload new content and complete the population of the site. In relation to Member profiles, Councillor Saunders stated that he believed that they should relate only to the Parish Council and include a brief background of relevant skills and experience. It was also noted by the Clerk that some Members had found the website to be slow to load, the Clerk agreed to investigate. The possibility of income generation through local business advertising was also discussed and the Clerk agreed to find out further information.

Action: The Clerk to find examples of other local authorities which have used local business advertising within their website and investigate possible pricing and income generation. Councillors to forward to the Clerk, a list of local businesses.

15. NEIGHBOURHOOD PLAN

a. Get Mapping

Councillor Chumbley reported that mapping software is now required to progress the development of the Neighbourhood Plan and he stated that after speaking with West Dorset District Council he had found out that the Parish Council is a member of the Public Sector Mapping Agreement (PSMA) and can access Ordnance Survey mapping products. Councillor Chumbley stated that the Council can have a thirty-day free trial with Get Mapping and then costs would be £20.00 for setup and £56.00 plus VAT for membership and that all Parish Councillors and members of the Neighbourhood Plan Committee can have access. It was agreed to add this to the agenda for the next Council Meeting. Councillor Hibbard stated that

a draft questionnaire was currently being formulated and the next meeting of the Committee will take place on Monday 16 May.

16. PARTNERING AGREEMENTS

Councillor Chumbley stated that he had now received the report from Mr. Slimon with regard to vulnerable older people and that he will be making contact with the relevant persons and identify any gaps in support. Councillor Chumbley stated that he would report back to the Council. Councillor Saunders reported that Councillor Bassett had contacted each village hall and had received a response from all but Comrades Hall, Councillor Tibballs agreed to speak with Mr. Chris Newall.

17. EMERGENCY PLAN

Councillor Tibballs reported that she had not been able to make contact with the Emergency Planner at Dorset Police but would still try and progress this. Councillor Smith stated that a Freedom of Information request could be made and Councillor Hibbard suggested sending a letter to the Police and Crime Commissioner, Martin Underhill. Councillor Tibballs had looked at other Community Emergency Plans on the internet and had found several good examples, including Bridge Parish in Kent. Councillor Tibballs questioned whether there should be more than one Plan given that there are three village halls which would act as emergency centres. Councillor Saunders stated that it was very important to find out how the Parish Emergency Plan would link into the Police and other Emergency Services. Councillor Tibballs suggested that a Committee be set up to take this piece of work further, with one person from each of the Village Halls being a member. Members agreed. Councillor Hibbard thanked Councillor Tibballs for her work on this matter.

18. ALLOTMENTS

a. To approve the request by Mr. John Small to erect a shed 3ft x 4ft on Plot 19 Top

The Clerk stated that the erection of a shed on an allotment requires permission from the Council and that the shed being proposed by Mr. Small was within the agreed dimensions. All Members agreed.

Resolved: Proposed by Councillor Saunders, seconded by Councillor Smith and agreed by a show of hands, the Council unanimously approved the request by Mr. Small to erect a shed on Plot 19 Top.

19. HIGHWAYS

a. Seaborough Equestrian Meeting with West Dorset District Council and Dorset County Council

Councillor Calverley reported that a meeting had taken place on 13 April attended by Malcolm Wigglesworth, Councillor Calverley, Jeremy Barber, Ian Madgwick and Debbie Redding. The purpose of the meeting was to move forward with communication between the authorities, the residents and the equestrian yards. Councillor Calverley stated that an offer was made to the representatives from West Dorset District Council and Dorset County Council for a short tour of Seaborough in order for them to gain a better understanding of some of the issues that have been raised with regard to the volume of horses and related traffic and the poor state of the roads. There did not seem to be interest in doing this. Councillor Calverley stated

that she had been informed that although the Highways Authority has very little money to construct official passing places, it was agreed that left over plainings from other highway operations could be recycled and used to fill in areas where the verges have become rutted and deep. Jeremy Barber agreed to take delivery of the materials and lead in making good the areas that require attention.

Additional signage to warn drivers that horses were likely to be on the roads was discussed and it was agreed that if this went ahead, then the equine yards would finance their installation and upkeep. However, as the majority of road users are regular users and very much aware, it was thought that signs within the village itself may be unnecessary and indeed a blight on the landscape. The road between Drimpton and Mosterton may be a more appropriate place for signage. No definite decision was made on this matter.

Councillor Calverley stated that since this meeting, she has received communication from Dorset County Council with regard to the recycling and reuse of left over chippings and that it may now not be possible to go ahead with this, discussions are continuing.

20. AFFORDABLE HOUSING

With regard to the Community Land Trust, Councillor Leader reported that the process of identifying appropriate sites is progressing well and that once the process has completed a public meeting will be held to discuss with the wider community.

21. LEISURE

With regard to the proposed Multi-Use Games Area (MUGA), Councillor Leader reported that after twelve months of negotiations, Dorset County Council has given approval in principle to lease the land to the Parish Council for the MUGA on terms to be agreed and reported that Class Consent from the DFE under Section 77 of the School Standards & Framework Act 1998 for a 'disposal' to the Parish Council for development of the MUGA for use by the School and the local community has also been approved. Councillor Leader stated that this was a huge and important step forward and the next stage will be for the Parish Council to obtain planning permission and grant funding for the project. Councillor Leader stated that the lease is expected to be a peppercorn amount for a term of one hundred years. Councillor Leader stated that a public meeting should be held to inform the wider community of the project. Members agreed that this would be a good idea and at an appropriate time. Comrades Hall was chosen to host the event and the date of Monday 4 July was discussed.

Action: The Clerk to contact Comrades Hall and make the booking.

Councillor Hibbard thanked Councillor Leader for his hard work on this project.

Councillor Tibballs reported that the new train for Bernards' Place has been purchased but groundworks need to be completed before installation.

22. ANY OTHER BUSINESS

Councillor Chumbley reported that he had removed a broken fingerpost sign from Broadwindsor Square (Axminster/Marshwood) that was hanging dangerously by a thread. He reported this to Dorset County Council, who informed that he should contact Dorset AONB as they are now responsible for the repair of such signage. Councillor Chumbley stated that he

was unable to speak with anyone from Dorset AONB so made a non-urgent report on the Dorset For You website. Councillor Chumbley expressed his concern that this sign, although a fingerpost, provides the most significant directional information to the main routes and needs to be reinstalled immediately. Councillor Chumbley has contacted Councillor Knox who is investigating and will report back.

Councillor Hibbard stated that some patching work has been carried out in Broadwindsor Square.

23. PUBLIC PARTICIPATION

There were no members of the public present.

24. CLOSE

The Council Meeting was formally closed at 9.15 pm.

APPROVED AMENDMENT

BGPC 2016/05/9

**WD/D/16/000310 Westlea, West Dairy Farm Access Road, Seaborough, DT8 3QY
(amendment)**

The Clerk stated that an amendment to the Plan had been submitted for this application. Councillor Calverley reported that she had been advised that the new neighbour of this property had raised no objection as the elevation was being reduced. The Clerk stated that this application was approved on 28 April.