

HILTON PARISH COUNCIL

MINUTES of the meeting of the Parish Council held on Tuesday 7th January 2020 at 7pm in The Club Room of The Old Brewery Hall, Ansty

PRESENT: Cllrs Justine McGuinness (JMcG – Chairman) Catherine Langham (CL - Vice Chairman) Shulla Jaques (SJ) Clive Jones (CJ) Marion Walbridge (MW) & George Sotiriadis (GS)
IN ATTENDANCE: Mr David Green, Clerk, and 1 member of the public.

- 1. APOLOGIES:** Rodney Northover (RN) and Unitary Councilor Jill Haynes (JH). Cllr J McGuinness wished all present a Happy New Year.
- 2. MINUTES OF THE PREVIOUS MEETINGS:** The minutes of the previous Parish Council meeting held on the 3rd December 2019, although circulated in advance of the meeting, could not be agreed and required amendment. They will be presented at the next meeting on 4th February 2020.
- 3. DECLARATIONS OF INTEREST:** CL declared an ongoing interest in planning issues relating to Hawksfield Farm.
- 4. MATTERS ARISING FROM THE LAST PC MEETING/CLERK'S REPORT:**

4.1 Defibrillator registration and reporting arrangements. The Chairman thanked GS for taking on responsibility for registering and reporting the status of the defibrillator. GS advised that he would make weekly checks and report monthly; a spreadsheet record will be retained within the box with wi-fi details of the Fox, if a mobile signal cannot be obtained. GS suggested that consideration be given to obtaining a DNA kit to security mark the item. The Chairman suggested that this is considered at the next meeting when costs are known.

CJ advised that certificates for first training event will be issued shortly and confirmed that the second training event takes place on 25th January; he will check that the 12 nominated persons are still intending to take part. CJ thanked John Churchill for installing the equipment for free. It was suggested that a *Village News* item is issued asking if anyone in the village is suitably trained in defibrillator use.

4.2 Election expenses. The Clerk confirmed that the invoice for the May 2019 election costs had now been paid. He had written to Electoral Services expressing the disappointment of the Council that participation in the democratic process should result in costs that fall on the parish.

4.3 Fingerposts. SJ advised that the Todber fingerpost at Ansty Cross will be removed shortly and the cost of repair evaluated. This depends very much on the type of lettering and number of letters required, though would probably be around £100.

4.4 Website updates. The Clerk advised that he had updated the website in terms of minutes, agendas and Councilors' contact details. It was suggested that Standing Orders and Declarations of Interest should be added to the site.

4.5 Clerk's contract. The contract for the new Clerk, David Green, was agreed and signed by the Chairman.

4.6 March meeting. The Chairman confirmed that the Brewery Hall will be unavailable for the March meeting and it has been arranged the meeting will take place in the annexe room of The Fox public house which has a separate entrance. It was noted that no charge is being made by this facility. A further reminder regarding these arrangements will be included in the February agenda.

5. **UNITARY COUNCILLORS REPORT:** No report had been received from the unitary councillor.
6. **OPEN FORUM:** Mr Rob Nichols referred to the Hawkesfield Farm matter. It was agreed to discuss this under item 7 below.
7. **PLANNING APPLICATIONS, DECISIONS & ISSUES: 2/2018/1486/FUL** - Hawkes Field Farm DT11 ODN. The Chairman confirmed that the Parish Council are not permitted to object to the vehicle situation with the Traffic Commissioners; it is only neighbours of the land/property[?] who may do so. Rob Nichols felt that the reply from the Planning Officer to his email had not been helpful. The matter of the blocked bridleway at Hawkesfield farm was discussed. This is effectively closed to horses but not pedestrians but has been effectively re-routed. CL suggested that a letter could be sent to the Rangers and the senior Planning Officer querying the legality of the bridleway position, the lack of signage and requesting a meeting with the senior Planning Officer. The Chairman said she would draft this.
8. **PARISH COUNCILORS' RESPONSIBILITIES.** It was agreed that a review was now due, but in view of RN's absence but this would be marked forward to the next meeting.

9. WORKING GROUPS

9.1 Tourism working group. The Chairman suggested that expressions of interest are sought in the villages, but the group should have at least one parish council representative. CL and CJ volunteered to take the lead on this.

9.2 Local Plan. The Chairman noted that the Parish website referred to a 'Local Plan' which dates from 2004 and consideration should be given as to whether this needed amendment or whether the parish should investigate the necessity for a 'Neighbourhood Plan'. The Clerk explained that Neighbourhood Plans can be effective in thwarting unwanted development. CL said that there should not in fact be any development in the villages. The Chairman said that she would contact possibly interested parties in terms of establishing a working group. CJ said he would make some outline proposals.

10. FINANCIAL REPORT:

10.1 Cheques to be authorised:

| <u>Cheque ref</u> | <u>Supplier</u> | <u>Reason</u> | <u>Amount</u> |
|-------------------|-----------------|----------------------|---------------|
| 447 | Dorset Council | Refill Grit bin | £39.36 |
| 448 | Langham Wines | Bottle for Sam Smith | £22.00 |

10.2 2020 – 2021 Parish Council Budget. The Chairman and Clerk had revised budget requirements and proposed that a precept of £5450 should be requested. The Clerk advised that although the tax base calculation showed a 1% reduction, additional costs had arisen primarily in relation to the new Clerk, and a modest rise of £44.00 would have little impact on Council Tax. The budget for 2020-2021 was agreed.

10.3 Bank Account Mandate Changes. The Clerk advised that new mandates were required in respect of the two Lloyds account held by the PC. These were duly signed, and provide for online access. The Clerk proposed that any necessary expenditures involving bank transfers would need to be authorised by two councilors. It was agreed to this change in banking arrangements and new mandates were signed. The Clerk explained that this was consistent with the repeal of section 150(2) of the Local Government Act. The Clerk advised that the Nationwide Building Society have notified the Council that the deposit account held with them will be closed this year. The

correspondence address held by Nationwide for the PC is incorrect and efforts are being made to have this amended before the account closure is confirmed. For the time being no further action is proposed until the address details and signatory are corrected.

10.4 Clerk's pay and PAYE position. The Clerk confirmed that he requires payment by standing order rather than cheque and the Council agreed to this request. A standing order mandate was completed. The Clerk confirmed that the PC would have to start deducting PAYE in respect of his pay and make a payment to HMRC.

10.5 VAT reclaim. The Clerk advised that a VAT claim had not been made since the end of 2014. He recommended that a s.33 claim now be made in view of the high VAT content of the defibrillator and training purchases, although this is capped at 3 years from the month in which the claim is made.

11. HIGHWAYS & RIGHTS OF WAY

The Chairman drew attention to the ash die-back condition affecting many trees around the village and encouraged the Council to raise awareness of this disease which can render trees dangerous. CJ suggested mapping the dangerous trees for the benefit of the village.

CL reported that there were numerous potholes and that Cuckoo Lane was very rutted but could not be repaired until the worst of the weather is over. It was noted that the most effective way of getting Highways to deal with these issues is using the online reporting tool.

12. CORRESPONDENCE: The Clerk had received an email from a resident of Hilton with concerns relating to the construction of a track and possible dumping at the wooded hill on the Hilton-Ansty road. The Clerk will make enquiries.

13. ITEMS FOR THE NEXT AGENDA:

13.1 Parish Councilors roles and responsibilities

13.2 Further consideration of Working Group initiatives re Tourism and the Local Plan

13.2 Community engagement, promoting the Parish Council's work, website.

There being no further business, the meeting ended at 20:45

DATE OF THE NEXT MEETING – Tuesday 4th February 2020 @ 7pm The Old Brewery Hall, Ansty.

Signed(Chairman) Date

HILTON PARISH COUNCIL

MINUTES of the meeting of the Parish Council held on Tuesday 3rd March 2020 at 7pm in The Function Room of The Fox Ansty

PRESENT: Cllrs Justine McGuinness (JMcG – Chairman) Shulla Jaques (SJ) Clive Jones (CJ) Rodney Northover (RN) George Sotiriadis (GS) Marion Walbridge (MW)); Unitary Councilor Jill Haynes (JH)

IN ATTENDANCE: Mr David Green, Clerk, and 4 members of the public

1. **APOLOGIES:** Catherine Langham (CL)
2. **MINUTES OF THE PREVIOUS MEETINGS:** The minutes of the previous Parish Council meetings held on the 3rd December 2019, and 7th January 2020, were agreed and signed by the Chairman.
3. **DECLARATIONS OF INTEREST:** There were no declarations of interest
4. **MATTERS ARISING FROM THE LAST PC MEETING/CLERK'S REPORT:**

4.1 Defibrillator training and reporting arrangements: CJ advised that following the second training session, most of the post event certificates had now been distributed. CJ noted that the that annual renewal of the certificates was an unnecessary expense and suggested that this should only be undertaken every 2 or 3 years. The Chairman suggested that the matter be reviewed in a year's time. GS confirmed that he has completed setting up the remote updating and monitoring of the defibrillator. He has established that the cost of DNA marking equipment is £59.50 including VAT. CJ suggested that this was an unnecessary expense and that the risks of theft were in fact very low. It was agreed to monitor the situation.

4.2 Fingerposts repair update: SJ advised that the 'rough-cast' letters were half the cost of 'cleaned' letters. RN and CJ said that the full wording of place names should be used. It was agreed to fund the cost of rough cast letters for Hilton, Milborne St Andrew and Ansty, although this will be subject these fitting the available arm length. The Chairman thanked SJ for all her work on the new fingerpost.

4.3 Grit bins update: The Clerk confirmed that both the community and strategic bins in Hilton had been refilled. RN agreed to clear overgrowth from a grit bin near his home.

5. **UNITARY COUNCILLORS REPORT:** JH reported that Dorset Council had agreed a Council Tax rise of 1.99% plus a 2% rise for adult social care, taking the average Band D bill to £1694.79, in addition to other community charges. There will be additional premiums for empty properties. The reason for the large increase in Council Tax in recent years has been the end of central government grant funding. The Council is overspent by £8.1 million, though adult social care spending has in fact reduced by £3 million in the quarter; schools funding is overspent by £1 million in the last quarter. These shortfalls will be met from reserves but this cannot continue indefinitely. The Council is looking to build new children's homes, the reason for this being that 'out of county' placements are very expensive, with some costing over £15,000 per week. The Council is also directing efforts at prevention of problems at an early stage. The Council is considering providing flats for care leavers, and has decided to not charge Council Tax to care leavers until they reach the age of 25; the Council has also set up a 'no wrong door hub' to support families and children on the verge of going into care. JH also reported that some additional funding has been obtained to improve broadband networks in rural areas, in particular projects relating to communications for the emergency services and to support agricultural businesses.

6. **OPEN FORUM:** Mr Rob Nichols referred to the Hawkesfield Farm situation and the lack of progress regarding the issue of enforcement notices. He reported that additional vehicles, skips and bins had been noted at the site. He explained that the bridleway had effectively been re-routed by the installation of a high concrete plinth and the dumping of muck on path itself. JH advised that a meeting had been arranged to review progress in the case, and agreed to take up this matter again. CJ asked JH if membership of a national organization was declarable interest: JH advised that the advice of the Monitoring Officer should be sought. MW reported that a resident had raised the matter of pot holes requiring repair, a drain in Aller Lane and an overgrown footpath behind Malthouse Cottages, which may obstruct access for emergency vehicles. RN advised that this had never been an open road or footpath.

7. PLANNING APPLICATIONS, DECISIONS & ISSUES:

7.1 Hawkesfield Farm. This was discussed in the open forum as above

7.2 Hilton Planning matter: Mr Geoff Harrison attended the meeting and explained the development at Hilton. He has received advice that he may require planning permission for the replacement building and is consulting agents Syminds & Sampson. He explained that the plan is for the woodland to be felled as ash die back is prevalent and replanted with some 500 trees using a Forestry Commission grant. He explained the new track actually replaces an existing track and has been made less steep. The Council asked Mr Harrison to be kept informed in relation to developments.

7.3 Local Plan Engagement Meeting: CJ had attended this meeting and provided a summary of proceedings. The Dorset plan involves creating 1800 new homes in rural areas and 2600 in large towns, Bournemouth, Christchurch, and Poole, over the next 5 years. Participants were advised that this plan is not optional - this number of homes will be provided. The Council has outlined some key criteria for where new housing will be located, but it will not be in rural areas more than 30 minutes travel from major infrastructure, and only settlements of 1000 people or more will be asked to contribute to the plan. CJ said there was a strong feeling that the meeting was just a 'softening exercise' to prepare the way for the imposition of developments. CJ added that a chart showing the villages where settlements were likely to be located had not been circulated with the other briefing papers. CJ also added that there was a feeling that Dorset towns did not want any additional housing within their boundaries and wished to push new developments into rural areas.

8 **WORKING GROUPS:** The Chairman had informally met with CJ and Imogen Robinson to discuss ideas, but felt that a further meeting was necessary to develop ideas. CJ has met with Alan Stephens who has some interesting historical information concerning the area. CJ mentioned significant former military activities in the area including the early radar station. The Chairman said that the focus of the group should be to identify ways of promoting tourism in the area which would benefit local businesses. CJ had provided a summary of suggested 'Quality of Life' improvement initiatives.

9 **PARISH COUNCILORS' RESPONSIBILITIES:** The Chairman suggested that it was probably the right time to review Parish Councillors responsibilities. RN agreed to be the 'Footpaths Officer', GS will be responsible for the defibrillator, and SJ & GS agreed to deal with planning issues.

10 **COMMUNITY ENGAGEMENT:** The Chairman explained that the existing website was not particularly useful for promoting parish activities and proposed that this should be replaced by a 'Wix' based website which would allow village groups and events to be better promoted. The Chairman pointed out that this would also be a cost saving of £100 plus VAT, and has done some preliminary work on creating the new website. The Chairman agreed to demonstrate its use to Councillors. The Clerk advised that the existing hosting contract will terminate on 31 March 2020 and the new website must be operational by then. The Chairman thanked RN for his work on the bus shelter which is being widely used.

11 FINANCIAL REPORT:

11.1 The Clerk had circulated a full analysis of income, expenditure, bank reconciliation and progress against budget report. The bank balance was £ 5996.97 at 29/02/2020 and he

financial and reserves position in total was healthy, standing at some £11,077. The Clerk suggested that Councillors have a think about what 'reserve' accounts they would like to see to plan for future expenditure, such as election expenses, a replacement laptop and possibly others.

11.2 Retrospective payments authorised:

| <u>Cheque ref</u> | <u>Supplier</u> | <u>Reason</u> | <u>Amount</u> |
|-------------------|-----------------|-------------------------|---------------|
| SO | David Green | Pay January 2020 | £ 230.45 |
| 449 | RJ D Rowe | Bus Shelter materials | £ 353.36 |
| 450 | David Green | Clerks expenses Dec-Feb | £ 132.46 |

11.3 Bank Account: The Clerk proposed that GS should become a signatory to the bank account, and a mandate was duly completed. The Clerk advised that Lloyds Online banking will soon require a debit card in order to sign in and therefore proposed that the Council should approve a debit card application. This was agreed. The Clerk requested that amended standing order mandate be completed for his own pay. This was duly completed

11.4 VAT reclaim: The Clerk advised that a VAT claim has been made, but a refund has not been received at this stage

12. HIGHWAYS & RIGHTS OF WAY: CJ has produced a map of the parish to enable ash die-back to be recorded and agreed to write an article for the village news to highlight this issue and distribute the map. The Chairman suggested that responses are returned directly to CJ.

13. CORRESPONDENCE: CJ has received a response from James Gibson Fleming of Wessex Internet concerning the development of 100MB broadband in the Parish. The grants available have been reduced and are now £3,500 ex VAT per business and £1,500 including VAT per residential property, but the likely take up needs to be ascertained before a bid is made he has suggested that a community meeting be arranged to establish the level of interest in this scheme. The Chairman proposed that the Council re-visits this issue at the next meeting.

14. ITEMS FOR THE NEXT AGENDA:

14.1 Ansty fibre project– meeting proposal progress

14.2 Plan for the AGM including suggestions for a speaker

14.3 Reserve accounts proposals

There being no further business, the meeting ended at 20:45

DATE OF THE NEXT MEETING – Tuesday 7th April 2020 @ 7pm The Old Brewery Hall, Ansty.

Signed(Chairman) Date

HILTON PARISH COUNCIL

MINUTES of the meeting of the Parish Council held on Tuesday 5th May 2020 at 7pm by remote conferencing facility (Zoom)

PRESENT: Cllrs Justine McGuinness (JMcG – Chairman) Catherine Langham (CL) Shulla Jaques (SJ) Clive Jones (CJ) George Sotiriadis (GS) Marion Walbridge (MW)); Unitary Councillor Jill Haynes (JH)

IN ATTENDANCE: Mr David Green, Clerk, and 4 members of the public

- 1. WELCOME & APOLOGIES:** Apologies received Rodney Northover (RN) The Chairman welcomed everyone to the first remote Parish Council meeting.
- 2. MINUTES OF THE PREVIOUS MEETINGS:** The minutes of the previous Parish Council meetings held on the 3rd March 2020 were agreed and signed by the Chairman.
- 3. DECLARATIONS OF INTEREST:** Cllr Langham declared an interest in relation the planning application re Lower Farm, noted below.

4. MATTERS ARISING FROM THE LAST PC MEETING/CLERK'S REPORT:

4.1 Covid-10 village support: The Chairman noted that lockdown period had a major impact but the crisis had actually improved the degree of community engagement. GS had received approximately 50 volunteers for the support network he has set-up using Facebook, although the volunteers been only been required in a limited capacity to assist some self-isolating people. SJ confirmed that a Whats App Group had been set-up in Hilton to provide similar assistance. GS offered to keep the Facebook group current for as long as is required in any capacity.

4.2 New Website administration: it was agreed to defer consideration of this until next meeting

4.3 Fingerposts update: SJ was still working on the new lettering and now has the necessary equipment to complete the task

4.4 Ansty Fibre project: CJ had received a muted response to his article in the Newsletter (2 replies only). It was agreed that this be considered further at a future meeting.

- 5. UNITARY COUNCILLORS REPORT:** JH reported that the first online Dorset Council cabinet meeting had gone well; the integrated response of the Council, the NHS and the Voluntary Sector to Covid-19 had been very effective, with staff diverted as necessary to work on dealing with enquiries. Dorset Council is though now overspent by some £ 53 million, although some £10.4 million additional funding from central government has been received to offset income reduction from operations such as car parking. The Council has been using a hotel in Weymouth to accommodate some around 10 people discharged from hospital where a care package has been difficult to arrange; the cost of this has been around £500,000 and has been paid by the NHS. JH reported that there have been 174 deaths in Dorset from Covid-19 including 46 in care homes. JH also reported that Dorset Council had made some 6412 business grants, totalling £ 75 million; this represents 77% of those business that have applied, and Dorset is apparently the 3rd highest local authority provider in the UK.

- 6. OPEN FORUM:** GS had been informed by a resident of Melcombe Bingham that disposable gloves had been frequently been found thrown on the ground near gates. The Council may have to consider signage if further reports of this are received. The Chairman would mention

this matter in the village news, and commented that those responsible may not necessarily be residents.

7. PLANNING APPLICATIONS, DECISIONS & ISSUES:

7.1 Hawkesfield Farm. JH has received a written report in relation to the handling of this situation from the Head of Planning. It has been recognized that there has been an extension to gallops over a culvert which may require planning permission. JH will circulate the written report. JH requested that the Clerk provide research as to when the PC first commented on activities at Hawkesfield from the time the present owners took over in 2013/2014, as it would be a useful to have a record of all complaints. CL noted that it appeared that a bin collection had been allocated to the farm and was concerned that this may confer some legitimacy to the activities there. JH would look into this. The Clerk asked JH to explain why he has not been receiving notification of planning applications directly. JH commented that a 'no objection' consultee response is treated as 'neutral' by Dorset planning.

7.2 Application 2/2020/0408/FUL Foxfield. Cothayes Drove, Ansty DT2 7PJ. The proposed building owner Michael Foley (MF) and architect Dermot McCarthy (DM) attended the meeting and explained the project. MF explained that the intention was to create a non-intrusive building in harmony with the landscape. DM explained the internal layout of the property, the use of levels within the property and the positioning of windows. CL commented that she was not entirely happy with the use of modern materials, including concrete elevations, the lack of solar value and her perception that the building was not in keeping with the vernacular of the village. CL also commented that she was not happy with regard to the possible light pollution from the positioning of apex windows. MF advised that the roof will in fact be slate and not tiles and that the project had been designed with local architecture and materials in mind; DM confirmed that they will using original not reconstituted materials, including stone, tile and render and that only the first storey will in fact be rendered. In relation to the windows DM advised that there will be a 1.7 metre overhang and pointed out that the building as a whole exceeds building regulations by 33% and will be 'A' rated for energy efficiency. CJ commented that the provision for hedgerows appeared to be no improvement on past plans. MF advised that screening by hedgerows is a priority and expected that planning permission would include a landscaping condition. MF also advised that there was already a beech boundary along Cothayes Drove screening the site from neighbours, effectively meaning that the house cannot be seen from the Drove. GS advised that he had spoken to neighbours on three sides who had advised that their concerns had been taken into consideration. The Chairman enquired as to whether the height of the building would exceed the plans at the highest point. DM advised that this is often related to drainage issues but these are not expected in this scheme, as there will be no connection to mains sewers. The Council resolved to approve the proposal with appropriate comments concerning possible light pollution.

7.2 Application 2/2020/0473/FUL Lower Farm Village Road, Hilton DT11 0DQ. The land owner Ed Hiscock (EH), and neighbour Steven Musgrove (SM) attended the meeting. EH explained the necessity to create two agricultural tied dwellings for farm workers to replace temporary accommodation comprising a log cabin and mobile home, which will be demolished and taken away. The properties will be built where some existing silos are located. SM expressed a concern regarding the proximity of the proposed dwellings to the road. SJ enquired as to whether the houses could be situated further back. EH advised that it was intended to use the area behind the proposed site for another agricultural building and that the proximity to the road was not unusual. SJ was concerned about drainage at that location though EH said that this should be sufficiently adequate and that the clean water drain is in fact in the road. EH advised that sewage will be dealt with by a biodigester system. CJ did raise the issue of why a landscaping plan had not been included in the original submission; EH advised that he would ensure that a landscaping plan would now be added. CL expressed the view that she would have preferred brick and flint for the proposed construction materials, and white or

coloured windows rather than dark wood. The Council resolved to support the application but this would be conditional on there being adequate provision for landscaping and drainage and suitable comments would be made to the planning decision makers.

7.3 2/2020/0528/HOUSE Hartmead House Hartfoot Lane Ansty DT2 7PF, Details of this application were not received in time for this meeting and will be considered separately.

8 FINANCIAL REPORT:

8.1 Finance summary: The Clerk reported that the bank balance was £ 8,466.30 at 30/04/2020, both the precept of £ 2,725 and the historic VAT repayment of £ 747.77 had been received.

8.2 Retrospective payments authorised:

| <u>Ref</u> | <u>Date</u> | <u>Supplier</u> | <u>Reason</u> | <u>Amount</u> |
|------------|-------------|-----------------|---------------------|---------------|
| SO | 29/02/2020 | David Green | Pay February 2020 | £ 230.45 |
| BACS | 26/03/2020 | J McGuinness | Reimburse Wix cost | £ 115.20 |
| SO | 31/03/2020 | David Green | Pay March 2020 | £ 230.45 |
| BACS | 01/04/2020 | C Langham | Litterpick expenses | £ 50.13 |
| BACS | 14/04/2020 | HMRC | PAYE | £ 146.76 |
| SO | 30/04/2020 | David Green | Pay April 2020 | £ 230.45 |

8.3 Expenses authorised:

| <u>Supplier</u> | <u>Reason</u> | <u>Amount</u> |
|-----------------|-------------------|---------------|
| DAPTC | Course fee – GS | £ 50.00 |
| Came & Co | Insurance premium | £ 218.00 |

8.4 VAT reclaim: The Clerk confirmed that the VAT refund claim for £747.44 had been received following correspondence with HMRC.

8.5 2019-2020 AGAR: The Annual Return, Governance and Accounting statements for 2019-2020 were agreed by the Council

8.6 PC Donations for 2020-2021: The Council agreed to defer discussion of these to a later meeting.

8.7 Reserve Accounts proposal: The Council agreed to defer discussion of these to a later meeting.

9. HIGHWAYS & RIGHTS OF WAY: The Council agreed to defer discussion of these topics until a later meeting

10. CORRESPONDENCE: The Clerk reported that there was no correspondence requiring a response from the Parish Council.

11 ITEMS FOR THE NEXT AGENDA:

- 11.1 New website administration
- 11.2 Fibre to the village – action plan
- 11.3 Ash die back – response to ‘Village News’ notice.
- 11.4 PC Donations for 2020-2021
- 11.5 Reserve accounts proposals

There being no further business, the meeting ended at 20:30

DATE OF THE NEXT MEETING – Tuesday 2nd June 2020 probably by remote conferencing.

Signed(Chairman) Date

HPC MINUTES 2020

HILTON PARISH COUNCIL

MINUTES of the meeting of the Parish Council held on Tuesday 2nd June 2020 at 7pm by remote conferencing facility (Zoom)

PRESENT: Cllrs Justine McGuinness (JMcG – Chairman) Catherine Langham (CL) Shulla Jaques (SJ) Clive Jones (CJ) George Sotiriadis (GS) Marion Walbridge (MW)

IN ATTENDANCE: Mr. David Green, Clerk

1. **WELCOME & APOLOGIES:** Apologies received from Rodney Northover (RN).
2. The Chairman welcomed everyone to the Parish Council meeting.
3. **MINUTES OF THE PREVIOUS MEETINGS:** The minutes of the previous Parish Council meeting held on the 5th May 2020 were agreed and signed by the Chairman.
4. **DECLARATIONS OF INTEREST:** Cllr Langham declared an interest in relation to possible grant funding involving the Church.

5. **MATTERS ARISING FROM THE LAST PC MEETING/CLERK'S REPORT:**

4.1 Website administration: The Chairman noted that the new website requires some updating in terms of positing agendas and minutes. This will be arranged with the Clerk. The Chairman also said that it would be beneficial if councilors could write their own news pieces for inclusion on the website.

4.2 Fibre to village: CJ advised that he had not received any response to his article in the Village News. His understanding is that the Wessex Internet intended to provide a presentation prior to Covid-19. CJ suggested further discussion should be deferred until such time that there was positive news to report and a meaningful presentation could take place. CJ noted that broadband speed in the villages had dropped during Covid-19, with the number of people working from home.

4.3 Ash die-back update: CJ advised that he had not received any response to his Village News article concerning this subject but had now commenced mapping ash tree locations. CJ noted that a large diseased ash had recently fallen onto the roofs at the Reading Rooms; he added that potentially there is a serious safety concern as the ash trees start to disintegrate at the roadside, and felt that the Parish Council has a role to play in drawing public attention to the issue.

4.4 Co-ordinated busing: CJ was concerned about the continuing effects regarding the loss of local bus services, particularly, on the elderly and wondered why something could not now be done following the re-organisation of the District Council. The Chairman commented that the issue had been raised before several years ago. CJ noted that any responses from the County Council had resulted in pointless talk with no conclusion (waffle). MW said that the community bus service was not popular because bookings had to be made two weeks in advance, and CJ noted that tax payers were still funding this service. The Chairman advised that this was not really an issue that the Parish Council could progress. CJ agreed to write to M.P Simon Hoare with his concerns.

4.5 Elderly Residents: CJ noted that it wasn't known how many elderly residents were effectively housebound and not receiving assistance they may require. The Chairman noted that Anna Davis' 'Coffee Club' was providing a valuable service in delivering tea and coffee to elderly residents and they had a general awareness of who may be housebound. It was

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agreed to invite Anna Davis to the July meeting to discuss their service. MW noted that local assistance with shopping was being provided in Hilton.

- 6. UNITARY COUNCILLORS REPORT:** A written report had been received from the Unitary Councillor.
- 7. OPEN FORUM:** The Chairman had received reports of two recent 'pollution incidents'; one involved the discharge of effluent into a stream and another involved an overflowing septic tank. It was understood that both had been reported to the Environment Agency. MW noted that water quality testing had recently been carried out at Newton Farm.

7. PLANNING APPLICATIONS, DECISIONS & ISSUES:

7.1 2/2020/0528 Hartmead House, Hartfoot Lane, Ansty DT2 7PF: The Clerk noted this had been considered by councillors prior to the meeting, there were no objections and the expiry date for comments had now elapsed

7.2 2/2020/0611/HOUSE Monmouth Cottage, The Knapp, Hilton DT11 0DE: This proposal concerned the construction of a summer house in the garden of the property. SJ has discussed the proposal with the property owners, which should be seen as an improvement and there were no objections from any neighbours.

It was unanimously agreed to support the application.

8 FINANCIAL REPORT:

8.1 Finance summary: The Clerk reported that the bank balance was £ 8,198.30 at 31/05/2020, and the general reserve stood at £ 10,252.39.

8.2 Retrospective payments authorised:

| <u>Ref</u> | <u>Date</u> | <u>Supplier</u> | <u>Reason</u> | <u>Amount</u> |
|------------|-------------|-----------------|---------------|---------------|
| SO | 01/06/2020 | David Green | Pay May 2020 | £ 230.45 |

8.3 Payment to be authorised:

| <u>Supplier</u> | <u>Reason</u> | <u>Amount</u> |
|-----------------|-----------------|---------------|
| David Green | Clerks Expenses | £ 36.41 |

The Clerk advised that he had commenced Certificate in Local Council Administration training. This involved materials and course fees costs, which should correctly be apportioned pro-rata between his work for Hilton PC and other Clerk work. The proposed contribution of Hilton towards these costs would be 20%.

8.4 PC Donations for 2020-2021: The Council agreed to defer discussion of these until the July meeting. CJ commented that it was unreasonable to raise the Council Tax without taxpayers' consent and this subject needed careful consideration. The Clerk noted that previously made grants do not necessarily have to be repeated, and if councillors have other ideas for grants they should bring these to the next meeting. The Chairman noted that several grants made historically were no longer made. CL noted that the loss of the music festival had resulted in a reduction of church funds of some £ 3500 - £4000.

9. HIGHWAYS & RIGHTS OF WAY: SJ reported that new lettering had been painted and that CJ had prepared an oak sign board for sanding and painting.

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10. CORRESPONDENCE: The Clerk reported that a resident had enquired about the absence of census data on the new Parish Council website and he had directed the resident to the Dorset History Centre.

11 ITEMS FOR THE NEXT AGENDA:

- 11.1 Village Elderly assistance
- 11.2 PC Donations for 2020-2021

There being no further business, the meeting ended at 19:50

DATE OF THE NEXT MEETING – Tuesday 7th July 2020, venue to be decided.

Signed(Chairman) Date

HILTON PARISH COUNCIL

MINUTES of the meeting of the Parish Council held on Tuesday 7th July 2020 at 7pm by remote conferencing facility (Zoom)

PRESENT: Cllrs Justine McGuinness (JMcG – Chairman) Catherine Langham (CL) Shulla Jaques (SJ) Clive Jones (CJ) Rodney Northover (RN) George Sotiriadis (GS) Marion Walbridge (MW)).

IN ATTENDANCE: Mr. David Green, Clerk

1. **WELCOME & APOLOGIES:** Apologies received from Unitary Councillor Jill Haynes. The Chairman welcomed everyone to the Parish Council meeting.
2. **MINUTES OF THE PREVIOUS MEETINGS:** The minutes of the previous Parish Council meeting held on the 2nd June 2020 were agreed and signed by the Chairman.
3. **DECLARATIONS OF INTEREST:** Cllr Langham declared an interest in relation to grant funding involving the Church. Cllr Walbridge declared an interest in relation to grant funding for the village hall.
4. **MATTERS ARISING FROM THE LAST PC MEETING/CLERK'S REPORT:**
 - 4.1 **Website administration:** The Chairman advised that the password to site would be changed to allow editing access. The minutes for 2020 were now included on the website.
 - 4.2 **Fibre to village:** CJ advised that there was no further news to report at this stage.
 - 4.3 **Ash die-back update:** CJ advised that there was no further news to report and that he continues to log cases on the map.
 - 4.4 **Co-ordinated busing:** CJ has drafted a letter to M.P. Simon Hoare concerning the loss of local bus services. He will circulate this before it is sent.
 - 4.5 **Elderly residents:** The Chairman had spoken to Anna Davies who was continuing to visit elderly residents but was unable to attend the meeting.
 - 4.6 **Pollution incidents at Melcombe Bingham:** The Chairman reported that these had been investigated by the Environment Agency and Wessex Water had tested local water quality, but had no further updates.
5. **UNITARY COUNCILLORS REPORT:** A written report had been received from the Unitary Councillor Jill Haynes. A brief note regarding Hawkesfield had also been received but there was no further news at this stage.
6. **OPEN FORUM:** MW had been asked for further information regarding the pollution incidents; SJ advised that there had recently been a tanker trailing fuel through Hilton village which had been reported to the environment agency by a resident. SJ noted that Stephen Musgrave had been concerned given that the watercourse passes through their farm.

GS raised the concern of members of the public being unable to get access to PC meetings if they cannot use Zoom. The Clerk advised that people can access Zoom just using a mobile phone.

The Clerk noted that the advice of the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC), is that remote meetings should continue to be the normal method for holding meetings until further notice, unless there is an 'identified need' for a physical meeting. He will send out a note containing this guidance.

7. PLANNING APPLICATIONS, DECISIONS & ISSUES:

There were no new planning applications to consider.

The Clerk had been contacted by a resident of Hilton concerning developments at the Old Bus Garage in Hilton and had asked the resident to make a report directly to Dorset Council Planning; this has now been referred to planning enforcement.

The Chairman noted that planning permission had been granted for 'Foxfield' in Ansty.

8 FINANCIAL REPORT:

8.1 Finance summary: The Clerk reported that the bank balance was £7,709.99 at 30/06/2020, and the general reserve stood at £ 9.764.08. The Parish Council had received further correspondence from the Nationwide advising that the closure of the account is still planned, but has been deferred.

8.2 Retrospective payments authorised:

| <u>Ref</u> | <u>Date</u> | <u>Supplier</u> | <u>Reason</u> | <u>Amount</u> |
|------------|-------------|-----------------|---------------|---------------|
| SO | 30/06/2020 | David Green | Pay June 2020 | £ 231.45 |

8.3 Payments to be authorised:

| <u>Supplier</u> | <u>Reason</u> | <u>Amount</u> |
|------------------|---------------------------|---------------|
| DAPTC | Subscriptions | £ 168.35 |
| Shillingstone PC | CiLCA course contribution | £ 125.00 |

It was agreed that the Parish Council would make a contribution towards the Clerks CiLCA training course and fee cost amounting to £ 125.00.

8.4 PC Donations for 2020-2021: The Clerk advised that donations to churches could only be made in respect a church clock, or towards the maintenance of a closed churchyard, and not in respect of general administration. GS enquired as to whether a specific project could be funded, and whether the hall in Ansty would be provided with a grant. The Clerk advised that really any request for a grant should be made in writing and that no organisation should expect a grant to be routinely given year after year. The Clerk further explained that grants are awarded under s.137 of the Local Government Act 1972 for projects for which there is no specific statutory power. The sums available under s.137 are limited and calculated per number of electors. SJ suggested that a grant awarding policy would be a good idea. The Clerk agreed to draft a policy document. CJ was concerned in relation to the impact of any grants on local Council Tax, which should be considered. CL noted that the church tower restoration would cost some £12,000 and any contribution would be welcome. CL pointed out that the church was the only suitable meeting place in the village. It was RESOLVED to agree to make a grant of £50 in relation to the church clock but to defer agreement to any other grants until the next meeting when the policy could be agreed and implemented.

9. HIGHWAYS & RIGHTS OF WAY: SJ reported that new fingerpost had been completed, the post painted and it would be installed shortly. RN reported that there were no rights of way issues and noted that Dick Rowe has cleared a number of pathways around the villages. The Parish Council agreed to thank Dick Rowe for his work.

10. CORRESPONDENCE: The Clerk reported that a resident had enquired about the absence of minutes and agendas on the website and had provided copies on request. GS noted that Wessex FM were allowing local businesses to advertise on their website for free.

11. ITEMS FOR THE NEXT AGENDA:

11.1 PC Donations policy and donations for 2020-2021 to be agreed

There being no further business, the meeting ended at 19:50

DATE OF THE NEXT MEETING – Tuesday 8 September 2020, by Zoom

Signed(Chairman) Date

HILTON PARISH COUNCIL

MINUTES of the Extraordinary meeting of the Parish Council held on Tuesday 21st July 2020 at 7pm by remote conferencing facility (Zoom)

PRESENT: Cllrs Justine McGuinness (JMcG – Chairman) Shulla Jaques (SJ) Clive Jones (CJ) George Sotiriadis (GS) Marion Walbridge (MW)). Unitary Councillor J Haynes

IN ATTENDANCE: Mr. David Green, Clerk

- 1. WELCOME & APOLOGIES:** The Chairman welcomed everyone to the Extraordinary Parish Council meeting. Apologies were received from Cllr Langham.
- 2. DECLARATIONS OF INTEREST:** There was a Declaration of Interest in the Hawkes Field item by Cllr Langham. There were no declarations of interest by those present at the meeting.
- 3. PLANNING APPLICATIONS, DECISIONS & ISSUES:**

Application reference 2/2020/0782/FUL Hawkes Field Farm, Hillside, Hilton, DT11 0DN (Erect 1 No. dwelling)

The Clerk described the proposal to construct a two-storey, 3 bedroom dwelling at Hawkes Field Farm, which only marginally differed from the previous application for a dwelling on the site (reference 2/2018/1486/FUL), made in November 2018, and which was refused planning by Dorset Council planning in November 2019. The Clerk noted that this new application was for a building with a ridge line some 6.7 metres in height, which is only 0.95 metres lower than the 2018 proposal, and was still a substantive two-storey building. The Clerk noted that the number of windows in the property was lower than in the previous application. The Clerk also noted that the application still included provision for an integral garage and in reality, differed little in scope and scale from the previous application.

The Chairman asked Cllr Haynes to bring the Parish Council up to date with enforcement developments at the Hawkes Field site. Cllr Haynes advised that the lack of enforcement action had been reported to the Chief Executive of Dorset Council. There were difficulties however in taking action at this stage given HM Government instructions due to the Covid-19 situation. A written report is being prepared and will be considered in due course.

The Chairman thanked Cllr Haynes for her efforts on behalf of Hilton P.C. but commented that delays in progressing matters due Covid-19 were unacceptable, given a situation which had been on-going for some 8 years or so. The Chairman noted that a letter she had sent to the Chief Executive of Dorset Council had not been answered. The Chairman advised that the Parish Council will make a formal complaint in relation to how the matter has been handled.

The Chairman questioned the viability of the equestrian business which forms the basis of the application case. Cllr Haynes commented that the Planning department had struggled to obtain further information concerning activities at Hawkes Field and noted that Environment Agency permission to operate a recycling activity had not been granted for that site.

Cllr Jones commented that the proposed location for the dwelling, on top of a hill in the Dorset AONB was completely unacceptable and questioned why the application could not be put on hold

until enforcement consideration of other issues had been completed. Cllr Haynes advised that legislation dictates that planning and enforcement issues are two separate matters and would be considered as such. Cllr Jones commented that the present situation would not have arisen if enforcement activity had been taken at the right time.

The Chairman commented that proposed dwelling would be visible from Melcombe Bingham and Ansty, with clear sight from Aller Lane. Cllr Walbridge commented that the enforcement officers had let people down and noted that plans for a bungalow as far back as 1977 on the site had been refused at that time. C Cllr Jaques enquired as to whether the proposed dwelling met the definition of a rural workers dwelling. The Clerk advised that he had not seen any guidance as to what is or is not acceptable. Cllr Sotiriadis noted that some residents have commented that when they submit applications for smaller extensions they worry those might be rejected, yet they see the inactivity by Dorset council when it comes to this particular business.

The Parish Council voted unanimously to **OBJECT** to the application and agreed to submit a formal complaint to Dorset Council concerning their handling of matters regarding Hawkes Field.

There being no further business, the meeting ended at 19:49.

Signed(Chairman) Date

HILTON PARISH COUNCIL

MINUTES of the meeting of the Parish Council held on Tuesday 8th September 2020 at 7pm by remote conferencing facility (Zoom)

PRESENT: Cllrs Catherine Langham (Acting Chairman) (CL) Shulla Jaques (SJ) Clive Jones (CJ) Rodney Northover (RN) George Sotiriadis (GS) Marion Walbridge (MW)) Justine McGuinness (JMcG), Unitary Councillor J Haynes (JH)

IN ATTENDANCE: Mr. David Green, Clerk

In addition, there were 11 members of the public in attendance

- 1. WELCOME & APOLOGIES:** The Chairman welcomed everyone to the Parish Council meeting.
- 2. MINUTES OF THE PREVIOUS MEETINGS:** The minutes of the previous Parish Council meetings held on the 7th and 21st July 2020 were agreed and signed by the Cllr Jaques on behalf of Cllrs McGuinness and Langham.
- 3. DECLARATIONS OF INTEREST:** Cllr Jones declared an interest in relation to 'the Heathers' planning application, noted below.
- 4. MATTERS ARISING FROM THE LAST PC MEETING/CLERK'S REPORT:**

4.1 Fibre to village: CJ noted that progress had been made in relation to the delivery of services to the villages. Wessex Internet have attracted a number of potential subscribers to superfast services in Ansty and Melcombe Bingham, although only two people have registered an interest in Hilton. An article will be appearing in the Village News drawing attention to the scheme.

4.2 Village busing: CJ had drafted a letter commenting on national policy to M.P Simon Hoare which he felt should be sent personally. The Chairman asked Glen Brice (GB) who runs a community bus if he could comment. GB suggested that contact be made with Dorset Community Transport, who operate a pre-booked weekly service from some nearby villages to the larger towns, to discuss the feasibility of running a service. Cllr Haynes noted however that it was important to establish if a service is actually viable, given that Covid-19 has required the passenger capacity of buses to be reduced. Cllr Jones will draft a suitable article for the Village News.

- 5. UNITARY COUNCILLORS REPORT:** A written report from JH had been received prior to the meeting. JH noted that Dorset Council had held its first full remote meeting on 3rd September and that she now has additional responsibilities including customer services and community activities. JH noted that financial worries amongst residents were rapidly increasing, particularly in locations affected by seasonal trading, such as Weymouth. JH has received many queries concerning the completion of benefit claim forms. JH advised that Dorset Council were looking at improving training opportunities and apprenticeships to support the employment situation. JMcG expressed concern in relation to the impact of the situation on rural areas. JH noted that the majority of Dorset Council employees continue to work from home and they are looking at ways of improving customer contact. The Chairman noted that the Blandford DC Hub was not operational, and JH said she would take this forward.
- 6. OPEN FORUM:** the residents of Yew Tree and Brock Cottage, Hilton, provided an overview of the plans for a joint two-storey extension to both cottages, in advance of a making a formal planning application. There were no objections to this proposal although

the view was expressed that the design appeared to be not particularly sympathetic to the existing building. The Clerk noted that additional drawings would have been helpful. The applicants suggested a site visit could be made, but it was agreed that this would only follow the submission of a formal planning application.

CJ noted the ash die-back mapping had identified 4 trees at Ansty which are blackened and possibly in danger of falling on the road this winter. The Chairman would endeavour to locate the landowner in order to explain the situation.

7. PLANNING APPLICATIONS, DECISIONS & ISSUES:

7.1 Application 2/2020/1080/FUL - Heathers, Part Garden, Village Road Hilton DT11 0DE, a proposal for a new 3-bedroom house.

The applicants and residents of neighbouring properties attended the meeting. The applicant explained the proposals in detail. The residents of neighbouring properties raised concerns in relation to the possible flood risk, the possibility of being overlooked and the general visual impact of the proposed dwelling in the village. The view was expressed that a bungalow would be acceptable at this location but not the building proposed.

The Council agreed to support the principal of a dwelling at the location but has concerns regarding the proposed design and suggests that a bungalow design would be more acceptable. The Clerk will make appropriate consultee comments.

7.2 Further update re Hawkesfield. The Clerk noted that issues were with Planning Enforcement and a report had not yet been received. The Chairman invited the Mark and Pippa Gillard to make any representations they wished to in relation to Hawkesfield. They advised that the Footpaths officer and the Enforcement Officer had both noted that the footpath was now free from obstruction. It was advised that the recycling business now operated mainly from a factory in Milton Keynes and that there were no longer bins on the site. They commented that the extension to the gallop may require retrospective planning permission and confirmed that they have been living on the site since April 2018, and not for 4 years as has been suggested. The Parish Council were invited to make a site visit. The Chairman noted that the planning application for the dwelling was still with Dorset Planning for consideration.

8. Melcombe Bingham pollution report consideration

The Chairman noted that pollution incident at Melcombe Bingham had generated some correspondence and reported that a pipe had been removed. The Clerk explained that under the 'General Binding Regulations' it is no longer permissible for septic tanks to be discharged into a watercourse, and generally a sewage treatment plant will need to be installed. The Chairman noted that if selling a house, it is a requirement that a system is suitably upgraded. An article would be drafted for the Village News.

9. Speeding Issue consideration

A resident had raised the issue of excessive speeding in the villages, but in the absence of correspondence, it was agreed to defer discussion of this matter until the next meeting.

9. FINANCIAL REPORT:

a. Finance summary: The Clerk reported that the bank balance stands at £ 7,060.80 general reserve stood at £ 9,114.89.

b. Retrospective payments authorised: There were no retrospective payments requiring authorisation in August 2020.

- c. **PC Grants policy:** the council accepted that the proposed grants policy should be implemented and published on the website
- d. **Clerks pay rise:** the Council accepted the proposed Clerks pay rise in line with the national agreement.

9. HIGHWAYS & RIGHTS OF WAY: RN advised that no issues had been reported to him.

10. CORRESPONDENCE: The Clerk reported that there was no further correspondence other than that already discussed, except for receipt of an 'e-newsletter' from the DAPTC.

11. ITEMS FOR THE NEXT AGENDA:

- 11.1 Defibrillator use update
- 11.2 Ash die-back reports progress
- 11.3 Villages fibre progress

There being no further business, the meeting ended at 20.33

DATE OF THE NEXT MEETING – Tuesday 6th October 2020, by Zoom

Signed(Chairman) Date

HILTON PARISH COUNCIL

MINUTES of the meeting of the Parish Council held on Tuesday 6th October 2020 at 7pm by remote conferencing facility (Zoom)

PRESENT: Cllrs Justine McGuinness (Chairman) (JMcG) Catherine Langham (Vice-Chairman) (CL) Shulla Jaques (SJ) Clive Jones (CJ) Rodney Northover (RN) George Sotiriadis (GS) Marion Walbridge (MW)), Unitary Councillor Jill Haynes (JH)

IN ATTENDANCE: Mr. David Martin, Wessex Water; Mr. David Green, Clerk

- 1. WELCOME & APOLOGIES:** The Chairman welcomed everyone to the Parish Council meeting.
- 2. MINUTES OF THE PREVIOUS MEETINGS:** The minutes of the previous Parish Council meetings held on the 8th September 2020 were agreed and signed the Chairman.
- 3. DECLARATIONS OF INTEREST:** There were no Declarations of Interest
- 4. MATTERS ARISING FROM THE LAST PC MEETING/CLERK'S REPORT:**

4.1 Water/Sewerage issues: The Chairman explained that David Martin (DM), chief Planning Officer of Wessex Water had been invited to the meeting following the sewerage issue that had been reported and discussed which affects Melcombe Bingham and Melcombe Horsey.

DM explained that under the 's.101 First Time Sewerage' regulations, where there is a problem, two or more households, or a Parish Council, can request the installation of a mains sewer connection. DM explained that these applications are normally made in remote locations and are very costly. The application process involves Wessex Water undertaking a viability study, which usually takes some 6-12 months to complete. If a proposal scores 1 or more on a viability index, a mains installation may be agreed. DM explained that Wessex Water are currently committed to projects until 2025, there had been some additional delay due to Covid-19 and any potential installation would be after this date.

CL noted that there may also be a problem in Hilton where there appears to be sewage in a stream. CJ noted that the pollution issue seems to arise mainly after a period of heavy rainfall following dry spells where surface drains overflow; CJ advised he had himself invested in his own treatment plant but was concerned about the general level of discharge into local streams.

DM advised that because of the distance between the villages, Hilton and Melcombe Bingham would be considered as separate projects. DM advised that a period of public consultation is necessary because projects can be very disruptive to local life for a long period.

RN requested that the issue be raised in the next Village News. The Chairman suggested that the subject be made an agenda item for November after local soundings had been taken. DM offered to provide a standard leaflet which explains the issue. The Chairman thanked DM for attending the meeting.

4.2 Fibre to village: CJ noted that a few domestic registrations had been made, but the response from business had been generally disappointing, particularly among the farming community. CJ plans to take an up to date census to determine the number of vouchers that had been taken up.

4.3 Village busing: CJ had placed a notice for a suggested service in the Village News; the Clerk reported that he had not received any responses to this thus far.

4.4 Defibrillator: GS advised that defibrillator had been regularly checked and that the battery and pads have some 3 years of life left.

4.5 Ash Die back: CL had provided the Clerk with the name and address of a landowner affected by the issue, who will be contacted. CJ explained that that ash-die back is readily identified from black patches on the bark and lost leaves, but is really an issue of concern for trees near roads where there is danger of diseased trees falling.

5. UNITARY COUNCILLORS REPORT: A written report from JH had been received prior to the meeting. JH briefly attended the meeting but had to leave to deal with another issue.

6. OPEN FORUM: There were no members of the public present and no issues were raised.

7. PLANNING APPLICATIONS, DECISIONS & ISSUES:

7.1 The Clerk reported that the Dorset Planning portal was going through an integration exercise and the consultee function appeared to have been temporarily lost; he had checked the application search function and there appeared to be no new applications to report and no decisions to report in relation to either Hawkesfield or 'The Heathers'.

7.2 The Clerk noted the report from Planning Enforcement in relation to developments at the Littledown plantation in Hilton, where it has been advised that no further action will be taken.

7.3 The Clerk briefly outlined the Government 'White Paper' which outlined plans to streamline and speed up the planning process and which involves a national target of providing an additional 300,000 new homes per annum. The Clerk explained that the 5-year land supply target will be dropped, there will be a new 'Design Code' and an Infrastructure Levy which will replace s,106 and CIL contributions from developers; the levy will be payable by developers on occupancy, and is intended to fund affordable housing and any necessary infrastructure installation. The Clerk noted that the White paper states that the Green belt and AONBs will be protected. The Chairman commented that the proposals were more an issue for the towns of Blandford and Dorchester but that further developments, particularly the response of Dorset Council, will be awaited.

8. WINTER PREPARATIONS: Covid-19

The Chairman noted that the village had coped with the lockdown situation relatively well. It was suggested in preparation for winter, that the grit bins be checked. RN agreed to check these and report back. The Chairman noted that she had two flooding signs and the whereabouts of two others were confirmed. GS confirmed that the Covid-19 village support network was still active but had not been called on greatly in recent weeks.

9. FINANCIAL REPORT:

a. Finance summary: The Clerk reported that the bank balance stands at £ 9,308.15 general reserve stood at £ 11,362.24. The Clerk requested that consideration be given to the purchase of a new laptop to replace the existing machine which is very slow. The Clerk will obtain some price comparisons and present these to the next meeting.

b. Retrospective payments authorised:

| Date | Amount | Supplier | Reason |
|-------------|---------------|-----------------|--------------------|
| 01/09/2020 | £ 221.45 | David Green | Pay August 2020 |
| 30/09/2020 | £ 256.20 | David Green | Pay September 2020 |

- c. **Budget 2021-2022:** The Clerk had produced a draft budget, which proposed maintaining the precept at £ 5,450. The Clerk explained that this should not be formally agreed until the tax base calculation is known in December 2021, but pointed out that it is unlikely that there will be any significant impact on the current level of Council Tax, the current annual cost being only £23.56 per annum for a Band D property. The Chairman advised that the budget would be considered further at a later meeting. CL advised that the church will be making a grant application.

9. HIGHWAYS & RIGHTS OF WAY:

9.1 Diversion Order: An application has been received for a public path diversion order concerning Bridleway 31 in Hilton. CL noted that only one neighbouring property may be affected. SJ will speak to the residents of the property to establish if there are any issues or concerns.

9.2 Melcombe Bingham Bus stop suggestion: The Chairman reported that she had been asked if a bus shelter could be installed in Melcombe Bingham at the village green for the benefit of school children. It was noted that this would be on private land and it was agreed that the Chairman would make an enquiry with the landowner. It was agreed that if a bus shelter is viable, further consideration would need to be given to its location and residents opinions.

10. CORRESPONDENCE:

10.1 The issue of noise at Brewery Farm had been raised but there have not been any further reports and the issue appears to have subsided.

10.2 A request by Blandford Forum Town Council for funding assistance for public conveniences in Blandford Forum was declined.

10.3 The speeding issue mentioned in earlier minutes was referred to but it was noted that a reduction of speed limit is very difficult to introduce; GS advised that only where an accident has occurred will this be considered.

11. ITEMS FOR THE NEXT AGENDA:

11.1 Sewage issue

11.2 Play area consideration

11.3 Phone Box update and next steps

11.4 Website updates - agreed policy

11.5 Further budget consideration

There being no further business, the meeting ended at 20.30

DATE OF THE NEXT MEETING – Tuesday 3rd November 2020, by Zoom

Signed(Chairman) Date

HILTON PARISH COUNCIL

MINUTES of the meeting of the Parish Council held on Tuesday 3rd November 2020 at 7pm by remote conferencing facility (Zoom)

PRESENT: Cllrs Justine McGuiness (Chairman) (JMcG) Catherine Langham (Vice-Chairman) (CL) Shulla Jaques (SJ) Clive Jones (CJ) George Sotiriadis (GS) Marion Walbridge (MW)), Unitary Councillor Jill Haynes (JH)

IN ATTENDANCE: One member of the public, Mr. David Green, Clerk

- 1. WELCOME & APOLOGIES:** Apologies were accepted from Cllr Northover. The Chairman welcomed everyone to the Parish Council meeting.
- 2. MINUTES OF THE PREVIOUS MEETINGS:** The minutes of the previous Parish Council meeting held on the 6th October 2020 were agreed and signed the Chairman.
- 3. DECLARATIONS OF INTEREST:** JMcG and GS declared a personal interest in item 4.1
- 4. MATTERS ARISING FROM THE LAST PC MEETING/CLERK'S REPORT:**

4.1 Water/Sewerage issues:

The Chairman noted the detailed explanation of the mains connection process by David Martin of Wessex Water at the last PC meeting and will be posting video of this to the Parish Council website. CL believed that the next stage is to request Wessex Water to conduct a viability study. The Chairman suggested that this should involve Melcombe Bingham, Ansty and Hilton as a single entity. CJ suggested the Environment Agency (EA) should be asked to provide a viewpoint, though the Chairman noted that they had been invited to do so in the past but had not made anyone available. It was noted that requesting a viability study may reduce the possibility that the EA would take action for non-compliance with the General Binding Regulations. It was noted that infrastructure costs are likely to be between £650,000 and £ 700,000 per kilometer. The Clerk confirmed that the dwelling infrastructure charge which householders must meet is currently £251, although there is a potential abatement of this; the cost of pipework from a dwelling to its boundary must be also be met by the householder. Wessex Water will though provide up to 10 metres of 'lateral' pipework from a property boundary to the mains. CJ briefly explained the differences between anerobic, septic tanks, aerobic treatment plants and cesspools; air/oxygen is required to be delivered to the plant to comply. It was RESOLVED to seek further information from Wessex Water with reference to conducting a viability study.

4.2 Play area consideration

The question of providing play area facilities had been raised by a resident during the first Covid-19 lockdown. It was agreed that there the nature of the long villages and the lack of any available or suitable land were major obstacles to taking this idea forward; it was agreed to keep this subject on a 'watching brief'.

4.3 Phone box - update and next steps

CL noted that some villages had used redundant phone boxes as 'seed exchanges'. SJ suggested that the idea of using the box as a tourist information facility should be re-visited. It was agreed that CL would ask Paul Calver, who initially proposed the idea, if a design for racking or shelving could be provided.

4.4 Website updates – agreed policy

The Chairman noted that the Clerk had maintained the Parish Council business section of the website but enquired as to whether others could be involved in updating other parts of the site, perhaps someone not from the Parish Council. Ian Bryan offered to have a look at this with JMcG/GS.

- 5. UNITARY COUNCILLORS REPORT:** A written report from JH had been received prior to the meeting. JH reported rising numbers of Covid-19 cases in Dorset in the previous week, up from around 260 to 1000 or so, mainly in East Dorset and in the Bournemouth, Poole, Christchurch areas. JH was very grateful for the way that communities have been brought together during this period but noted the very serious consequences of the situation for this region in the tourism and hospitality sectors, and the general failure of 'Test & Trace' in containing the disease.

JH noted the immediate funding deficit of some £4 million, and the difficulty this has caused, given that a deficit budget cannot be legally set. The difficult financial situation having been compounded by Dorset having the second lowest central grant in the UK and the second highest Council tax as a consequence. The general overspend of £23 million can only be found by cutting jobs or services, not by increasing Council Tax.

CL enquired of the use that is made of car-parking charges, which have now been extended. JH explained that these charges are used to fund the cost of running the car-parks, but it was a difficult issue, particularly in seaside towns, where there was a fine balance between attracting visitors/supporting businesses, and maximising revenues. JH did say that Dorset Council is looking at introducing a 'residents parking permit' to encourage use of local town centres.

JH also noted that Dorset Council is engaging in a 'total asset review' with a view to rationalising its estate, including redundant land and buildings.

- 6. OPEN FORUM:** There were no issues were raised.

7. PLANNING APPLICATIONS, DECISIONS & ISSUES:

The Clerk noted that the Dorset Council planning portal is still non-functional and that no consultee referrals are being made, a search has to be made for any potential applications.

There were no further updates or decisions concerning Hawkesfield or the Heathers to report.

8. FINANCIAL REPORT:

- a. Finance summary:** The Clerk reported that the current account bank balance stood at £ 8,913.55. the Nationwide balance at £ 5,085.15, and the general reserve at £ 10,970.20.

- b. Retrospective payments authorised:**

| Date | Amount | Supplier | Reason |
|------------|----------|-------------|------------------|
| 13/10/2020 | £ 167.40 | HMRC | PAYE |
| 30/09/2020 | £ 227.20 | David Green | Pay October 2020 |

It was noted the Clerk had passed the CiLCA qualification to be Certified, and a pay increase under the terms of his contract was APPROVED.

- c. Further Budget consideration**

It was agreed to defer any further discussion concerning the budget until the December meeting. CL will be submitting a grant application on behalf of the Church.

- d. Replacement Laptop**

The Clerk reported that he had received recommendations for suitable replacements but these were no longer available. He suggested that he should be permitted to find a suitable replacement in the region of £600-700 and arrange for this to be set-up. VAT would be recoverable in relation to the laptop purchase. This expenditure was APPROVED.

9. HIGHWAYS & RIGHTS OF WAY:

9.1 Melcombe Bingham Bus Stop proposal – further consideration

MW had spoken to the owner of the Village Green, but he has not committed to agreeing to this proposal. MW did note that few buses appear to be stopping there. There will be a Village Hall meeting where the matter will be discussed further. The Chairman commented that perhaps the need is not there and it was agreed to defer consideration of this matter to a later date.

9.2 Note of Thanks to Cllr Jaques

CL proposed that the thanks of the Parish Council to Cllr Jaques for her excellent work in repairing the Ansty Cross fingerpost be minuted.

9.3 Ansty Cross mirror request

GS has received an enquiry regarding the possibility of installing a mirror at Ansty Cross to make exiting the junction safer. It was agreed to seek the landowner's permission.

10. CORRESPONDENCE:

10.1 Census 2021 assistance request – The Chairman had agreed to act as a liaison point for census assistance.

10.2 Clean Stream working group request – it was suggested that Anna & Roy Davies may be able to assist with this request.

10.3 Ash die-back – it was noted that a landowner had agreed to look at the issue concerning some of his trees and this would be followed up. CJ noted that this was serious matter which should be given urgent attention and there were also reported instances of the condition of roadside ash trees on the road towards Combe Wood.

10.4 Wildflower planting sites suggestion – MW reported further planting of wildflowers at the Village Hall was not possible. CJ suggested that planting could take place along some public footpaths. It was agreed to compile a list of suitable sites and bring this to the next meeting.

10.5 Village Bus Services – only one expression of interest has been received by the Clerk

11. ITEMS FOR THE NEXT AGENDA:

11.1 Further Budget consideration

11.2 Grant application

11.3 Broadband/fibre registration numbers update

11.4 Phone Box update

11.5 Wildflower planting sites

There being no further business, the meeting ended at 20.30

DATE OF THE NEXT MEETING – Tuesday 1st December 2020, by Zoom

Signed(Chairman) Date

HILTON PARISH COUNCIL
MINUTES of the meeting of the Parish Council held on Tuesday 1st December 2020
at 7pm by remote conferencing facility (Zoom)

PRESENT: Cllrs Justine McGuinness (Chairman) (JMcG) Catherine Langham (Vice-Chairman) (CL) Shulla Jaques (SJ) Clive Jones (CJ) and George Sotiriadis (GS)

IN ATTENDANCE: One member of the public and Mr. David Green, Clerk

1. **WELCOME & APOLOGIES:** Apologies were accepted from Unitary Cllr Haynes. The Chairman welcomed everyone to the Parish Council meeting.
2. **MINUTES OF THE PREVIOUS MEETINGS:** The minutes of the previous Parish Council meeting held on the 3rd November 2020 were agreed and signed the Chairman.
3. **DECLARATIONS OF INTEREST:** There were no personal interests declared.
4. **UNITARY COUNCILLORS REPORT:** A written report had been received in advance of the meeting, was taken as read, and is attached.

5. FINANCIAL REPORT:

5.1 Further Budget consideration

There were no additional comments concerning the budget proposal which will be finalised at the January meeting.

5.2 Grant application

It was **RESOLVED** to introduce the 'Grant Application Form' created by SJ to formalise future applications. SJ had assembled this from examples drawn from other Parish Councils websites, one of which includes use of an online form. The Chairman felt that an online form would be a good idea and would take this forward.

CJ commented that it was important that parishioners were made aware of how their Council Taxes are being spent when grants or donations are being made.. SJ noted that it was important to distinguish between a 'grants' policy and ordinary 'donations', both of which the Parish Council has given in the past. The Chairman noted that the small donations to groups such as the Citizens Advice Bureau in the past were much appreciated, but there was a need to be transparent. The Clerk confirmed that a Parish Council can make grants and donations under s.137 and advised that the PC should publish details of any grants or donations it has made.

The matter of the PCC request for a grant towards the Hilton Church Tower repairs and improvements was considered. The Clerk commented that the works cost was very detailed, including the installation of a lightning conductor, and amounted to some £15,000. His view was that the application was credible and that would qualify for a grant on the basis that the work was essential to maintain a community building, as well as being a place of worship, and the PCC had confirmed that the funding would not support general church running expenses. CJ supported the principle of supporting the Church in Covid-19 times.

It was **RESOLVED** to agree to grant £ 500 to the PCC to support funding for the Church Tower.

5.3 Finance report:

The Clerk reported that the general reserve stood at £ 10,970.20. The reserve allocation had been adjusted to take account of the purchase of the new laptop and that the finances were in good order and on track.

5.4 Retrospective payments authorised:

| Date | Amount | Supplier | Reason |
|-------------|---------------|-----------------|------------------------|
| 06/11/2020 | £ 599.00 | Currys | Replacement laptop |
| 11/11/2020 | £ 60.00 | Tim West | Transfer data & set-up |
| 30/11/2020 | £ 143.88 | Zoom US | Zoom subscription |
| 30/11/2020 | £ 231.60 | David Green | November 2020 pay |

The Clerk confirmed that VAT will be recovered on the laptop purchase in April when the claim is submitted.

5.5 The General Power of Competence

The Council, being now eligible, **RESOLVED** to adopt the General Power of Competence from the date of the meeting. SJ felt that this should be mentioned in the Village News.

6 . OPEN FORUM

6.1 Solar Farm

Ian Bryan raised the matter of a Planning application to create a solar farm between Mappowder and Hazelbury Bryan, covering some 188 acres of land. He commented that the proposal will be close to and visible from the AONB and there are good grounds to oppose this given Government statements concerning using offshore wind renewables; in addition, this was not a community led application. The Chairman noted that the development was not strictly within the Parish boundary and the PC may not necessarily be a statutory consultee. Ian Bryan expressed the view that the Parish would be affected because the site would be very close to the Parish and therefore the PC may wish to comment on the proposal. Ian Bryan advised that there is a website & Facebook page drawing attention to the application.

6.2 Christmas Tree

JMcG had received an enquiry from a resident concerning the possibility of having a Christmas tree for The Green in Melcombe Bingham and another tree at Hilton. CL commented that whilst this was a good idea, this would require permissions and lights; CJ felt the request may have been made too late in the day for this year. SJ noted that there was no obvious location in Hilton for a tree other than the Churchyard. GS suggested that residents could self-decorate the tree. It was agreed though that if the person who made the suggestion would like to make arrangements, the PC would donate £100 to the cost. JMcG will take this up with the person making the suggestion.

7. MATTERS ARISING FROM THE LAST PC MEETING/CLERK'S REPORT:

7.1 Water/Sewerage issues:

The Chairman noted that the Clerk had sought further information concerning this issue from Wessex Water and proposed that a working group be set-up with representatives from across the Parish. CJ supported this idea and noted that many residents had already installed treatment plants. It was agreed that SJ, CJ, and GS will take this forward.

7.2 Phone box - update and next steps

CL reported that she had emailed Paul Calver but had not yet received a reply. It was agreed to mark this forward to January.

7.3 Website updates – agreed policy

This will be considered further by JMcG and the Clerk

7.4 Ansty Cross - mirror consideration

The Clerk reported that the Community Highway Officer had looked at the suggestion for a mirror or a change of route at this junction but had advised that neither were necessary. The Clerk had been advised that the landowner was not Michael Woodhouse as it had been believed. CJ noted that, in his experience, Dorset Highways will not introduce any road changes unless there have been incidents. It was agreed not to take this matter forward, GS will advise the person who raised the issue.

7.5 Bridleway 31 – amended route

SJ had spoken near neighbours with an interest in the proposed diversion and the amended re-route was a workable improvement, being further away from those properties. The Council agreed to recommend support for the re-route.

8. PLANNING APPLICATIONS, DECISIONS & ISSUES:

The Clerk noted that the referrals have resumed, although a search has to be made for any updates to existing applications. There were no further updates or decisions concerning Hawkesfield or the Heathers to report.

9. HIGHWAYS & RIGHTS OF WAY:

The Chairman had received a report of a kissing gate and stile blocked by an electric fence at Aller Lane in Melcombe Bingham near the church. CL agreed to take this matter up

10. CORRESPONDENCE:

10.1 Superfast broadband update – CJ had received a visit from Wessex Internet; routing through Melcombe Bingham & Ansty has been agreed and it is hoped that work will commence in February 2021: to date 6 only businesses and some 20 domestic properties had taken up the voucher offer. CJ noted that vouchers must be signed and the process can stall if these are unsigned.

10.2 Climate Change events – no-one has attended these

10.3 Ash die-back – a landowner is addressing the issue previously reported

10.4 Hawkesfield – the Parish Council has been copied into further correspondence involving planning enforcement and will discuss the situation at the next meeting.

11. ITEMS FOR THE NEXT AGENDA:

11.1 Finalise Budget and precept

11.2 Census 2021

11.3 Hawkesfield

11.4 Phone Box

The Chairman wished all a Happy Christmas. There being no further business, the meeting ended at 20.05

DATE OF THE NEXT MEETING – Tuesday 5th January 2021, by Zoom

Signed(Chairman) Date

JILL HAYNES – Report to the Parishes – 30 November 2020

Dear Clerks

Please find a very short report for November for circulation.

It has been a very intense month with both the second lockdown and the preparations for the budget, I don't think my diary has ever been this busy.! Added to the mix there also seems to be some increasingly difficult casework, much of which is about families running out of jobs and therefore money which puts housing at risk, it's really tough out there for many.

Most of you will have seen the news about the terrible fire at the waste depot in Chickerell which happened at the beginning of the month. We lost 21 vehicles in the fire and without the prompt arrival of a large number of the fire service we would have lost the buildings as well. The fire service conducted a full investigation and there were a lot of CCTV cameras to provide evidence. It looks very much as if it was started by an electrical fault caused by water from the heavy storms and then spread with the strong winds. Luckily there were no injuries. The staff on the ground did a remarkable turn around and were up and collecting waste again on the Tuesday after the Sunday fire. Relief vehicles were called in from other depots and some specialist vehicles were brought in on short term hire. The council insures third party and then is self-insuring as are most councils. Monies are put aside to cover the council and this makes a saving to the council of about £500k each year. There was more than sufficient in the fund to cover this fire and still have cover for other emergencies. We are currently out to tender for replacement vehicles.

In next weeks Cabinet we are looking to approve to go out to public consultation on the new Local Plan in January 2021 this has been a massive piece of work bring the five district plans into one for the whole of the Dorset Council area. The consultation will last 8 weeks and will of course be fully advertised nearer the time. The comments will then be reviewed and there will be a further opportunity to comment towards the end of the year.

There has been a huge amount of work done to get a balanced budget for next year. We have had to find savings or increased income to cover a gap that started in September at £45M. Last Friday there was a whole day budget session with all the councillors to look at the proposals. These will then go the Scrutiny committees in December prior to Cabinet and Full Council. Many of the proposals are around protecting front line services and in particular the vulnerable adults and children we care for. Some areas will be looking to radically change the way that they work in order to provide early intervention and prevent people coming into the system. We have to set a balanced budget.

The government announcement that Dorset was in tier 2 after lockdown has been a big blow for many particularly those in hospitality. I understand that this may well be reviewed later in December, of course we are all hoping that people use some common sense and that we don't end up with another lockdown in early 2021. Later this week the council will be reopening things like our libraries and leisure centres but there will be the usual measures on social distancing.

I may well be meeting some of you virtually in December but for those I don't please have a good Christmas, this won't last for ever, so be kind to one another and let's hope for a safe and peaceful 2021.

You all know to email me if you need help with any council matters

Best wishes. Jill

Jill Haynes
Cabinet Member for Customer and Community Services
Chalk Valleys Ward
Dorset Council