

# Stinsford Parish Council

**Minutes of the Annual Parish Council Meeting held on Monday 24 May 2021 at 7.00pm in The Floral Design Studio, Kingston Maurward College**

**Present:** Mr Michael Clarke (Chairman), Ms Liz Crocker (Vice-Chairman), Mr George Armstrong, Ms Sue Escott, Mrs Julie Martin and Mrs Sarah Pattison.

**Also in attendance:** Miss Kirsty Riglar (Clerk) and one member of the public (Mr Rouse)

## **49. Election of Chairman**

49.1 **Resolved** (unanimously) that, there being no other nominations, Mr Michael Clarke be elected Chairman for the year 2021/22. The Declaration of Acceptance of Office was signed and Mr Clarke took the Chair.

49.2 On behalf of the Parish Council, Mr Clarke thanked the outgoing Chairman, Mr Armstrong, for his contribution over the past two years during unprecedented times.

## **50. Appointment of Vice-Chairman**

50.1 **Resolved** (unanimously) that, there being no other nominations, Ms Liz Crocker be appointed Vice-Chairman for the year 2021/22 and the Declaration of Acceptance of Office was signed.

## **51. Apologies for Absence**

51.1 There were no apologies for absence.

## **52. Declarations of Interest**

52.1 Ms Liz Crocker declared a personal interest in the planning application for Pump Cottage, Lower Bockhampton, as a neighbour of the property.

52.2 There were no further declarations of disclosable pecuniary or other interest.

## **53. Public participation time**

53.1 Mr Rouse, the owner of Pump Cottage, detailed the works for which he was seeking Listed Building Consent. In particular, he confirmed that the pump had been stored on site since the works had been carried out on site and outlined the methodology for its relocation to the site agreed in the previous planning permission, as required by Dorset Council's Conservation Officer. In response to a question, Mr Rouse confirmed that the pointing would match that on the lean-to at the rear of the property and would be flush to the house. He explained that this was required to reduce the impact of damp inside the property but that what was proposed would be in keeping with the rest of the property.

## **54. Planning Matters**

(i) P/LBC/2021/01331 – Pump Cottage, Bockhampton Lane, Lower Bockhampton DT2 8PZ – Repointing of south, east and west elevations, creation of gravel parking area, erection of timber fence and agree methodology for pump relocation (Listed Building Consent)

Further to the information provided by the applicant, it was **resolved** to support this application.

- (ii) P/HOU/2021/00774 – 6 Stinsford House, Church Lane, Stinsford DT2 8PT – Attic conversion with dormer windows and rooflights. Move modern wall on ground floor. Add timber shutters to windows; and  
P/LBC/2021/00775 - 6 Stinsford House, Church Lane, Stinsford DT2 8PT - Attic conversion with dormer windows and rooflights. Move modern wall on ground floor. Add timber shutters to windows. (Listed Building Consent)

The Parish Council noted correspondence received from a resident of Stinsford House relating to these applications, detailing their concerns about the lack of meaningful neighbour consultation carried out by Dorset Council as only one neighbour within the property and one neighbour on Newcombe Lane had been consulted. As Stinsford House was a single property comprising nine residential units, the proposals could impact upon all residents. There had also been delay in the publication of site notices which was currently down to applicants under Dorset Council's pandemic response arrangements. The Clerk explained that the applicant had requested that the notices be published on the church noticeboard and they had been signposted to the church wardens.

In relation to the proposals, the Parish Council raised concerns about the lack of information available, particularly in relation to the dormer windows and how these would relate to those installed on the other side of the property, as well as the velux windows which would be very visible from the road.

It was **resolved** to object to these applications on the basis that

- (a) the consultation process has not been undertaken as required; the property being part of a larger listed property split into a number of units, however only one of these has been consulted with as a neighbour;
- (b) there had also been some delay in the publication of notices on site; and
- (c) there was a lack of information contained in the application to adequately comment upon the proposals.

## **55. Minutes**

- 55.1 It was **resolved** that the minutes of the meetings held on 8 March and 12 April 2021 be confirmed and signed by the Chairman as a true record, subject to the addition of the following:

### **“48. Urgent item – Correspondence**

48.1 The Parish Council noted the recent correspondence from Dorset Council about the proposed compilation of a Heritage Asset List. It was proposed that when suggestions were sought for inclusion on the List, Fiddler's Green be put forward.”

## **56. Accounts**

- 56.1 The Clerk, as Responsible Financial Officer, presented the final accounts for the financial year 2021/22 for approval by the Parish Council. It was **resolved** that the accounts be approved subject to the correction identified by the Internal Auditor.

## **57. Approval of Annual Governance and Audit Return for 2020/21**

- 57.1 The Clerk introduced the Annual Governance and Accountability Return for 2020/21 for approval before it was published to comply with the requirements of the Accounts and Audit Regulations 2015. The Parish Council also considered the report of the Internal Auditor including two recommendations.

57.2 It was **resolved** that:

- (i) the Certificate of Exemption be signed by the Chairman and submitted to the External Auditor;
- (ii) the Annual Governance Statement (Section 1) be approved;
- (iii) the Accounting Statements (Section 2) be approved; and
- (iv) the report and recommendations of the Internal Auditor be received.

## 58. Finance

### 58.1 Income

Receipt of £2,750.00, 50% of the precept, from Dorset Council was noted.

### 58.2 Expenditure

(i) The Clerk reported that the Parish Council's insurance was due for renewal on 1 June 2021. The following quotes had been received:

- Norris & Fisher (Insurance Brokers) Ltd - £227.26
- BHIB Councils Ltd - £373.28 (or £356.16 subject to a three year Long Term Agreement expiring in 2021)

Whilst not the cheapest quote, it was **resolved** to accept the quotation from BHIB Councils Insurance and enter into a three year Long Term Agreement expiring in 2024, as the cover provided was more comprehensive, particularly in relation to cyber protection.

(ii) The following items of expenditure were **resolved**:

- Charminster and Charlton Down and Stinsford Community Publications Ltd – Contribution to The Pilot parish magazine for 2020/21 and 21/22 - £400.00
- Groundwork UK – Repayment of unspent grant funding - £875.40
- Miss K Riglar – Reimbursement for payment of invoice to Normtecldb for materials for refurbishment of Bockhampton Cross white fingerpost - £400.00
- Dorset Association of Parish and Town Councils – annual subscription 2021/22 - £150.80
- Barker-Fox Associates (Paula Harding) – Internal Audit fee for 2020/21 - £25.00
- Society of Local Council Clerks – Clerk's membership 2020/21 - £80.00

## 59. Neighbourhood Plan for Stinsford

59.1 The Parish Council noted the large amount of work undertaken by Ms Sally Cooke and Dr Mary Brennan on collating the responses to the final stage consultation. Some concern was raised about the submissions received from developers, particularly in relation to views and dark skies. These were being considered in order to amend the draft Neighbourhood Plan so that this could be approved for submission to Dorset Council for examination.

59.2 The Chairman reported that Ms Cooke had sought clarification from Groundwork UK about the remaining grant that could be applied for to fund the final stages of preparation of the Neighbourhood Plan and it had been confirmed that this could be up to £5,745 depending on the allocation of housing sites. She was seeking further clarification about this, as well as a quote from the planning consultant for potential costs. It was **resolved** that the submission of an application for grant funding be supported and authority delegated to the Clerk and Chairman to approve this.

59.3 In response to a question, it was confirmed that the Parish Council had not yet agreed a stance on the possible creation of a Dorset National Park. It was noted that the Government had not yet responded to the Glover report which reviewed the approach

to landscape designation and it was resolved to invite the Dorset National Park Team to give a presentation virtually.

## **60. Delegation to Clerk**

60.1 The Clerk reminded the Parish Council that the emergency legislation enabling local councils to meet virtually to conduct their business had ended on 6 May 2021 and it was now only possible to hold formal meetings in person. However, as the government's roadmap for easing restrictions had not yet reached Step 4 and many people remained reticent to mix indoors with people outside of their own households, the Dorset Association of Parish and Town Councils had issued advice about delivering Covid-secure meetings and one suggestion was to delegate authority to the Clerk to make decisions, after consultation with the members of their council. The consultation meeting could take place virtually and this therefore negated the need to hold physical meetings whilst the progress of the pandemic remained uncertain. The Parish Council agreed that this was a pragmatic approach.

60.2 It was **resolved** that

- (i) authority be delegated to the Clerk, in consultation with the Chairman and Vice-Chairman, to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity, informed by consultation with members of the Parish Council; and
- (ii) the scheme of delegation be reviewed no later than September 2021.

## **61. Climate and Ecological Emergency**

61.1 The Parish Council considered the next steps in developing possible actions to address the climate and ecological emergency following the declaration made on 8 March 2021. The Chairman confirmed that an article had been included in the June edition of The Pilot inviting residents' views and ideas. He also reported that he had attended the recent meeting held by Kingston Maurward College about the actions that they could take to become carbon neutral.

61.2 In terms of next steps, it was felt that it would be helpful to receive more information about this from the Principal and to further discuss whether expertise and knowledge from the College could be accessed to assist the Parish Council. It was also agreed that there was a need to identify how to best engage with local residents to develop objectives / aims to address the emergency within the parish. It was also acknowledged that a working group to address this would probably be most effective.

61.3 It was **resolved** to hold an informal workshop to consider practical and achievable aims and how best to get the community involved early, learning lessons from the approach taken to the development of the Neighbourhood Plan.

## **62. Road Safety and Traffic Management**

62.1 The Chairman raised the possibility of the Parish Council, together with Kingston Maurward College and the Dorset Studio School, applying to Dorset Council for lowering of the speed limits to Bockhampton Cross. Mr Armstrong confirmed that this was included as a project in the draft Neighbourhood Plan.

62.2 The Chairman provided an update on the refurbishment and repair of the white fingerpost at Bockhampton Cross. The Clerk reported receipt of a message from the National Trust about the plans for the reopening of Hardy's Birthplace which commented on the poor state of repair of the fingerpost. She confirmed that she had responded to say that the refurbishment work was currently underway.

62.3 It was noted that no remedial action had been taken to improve the River Path and that there was a profusion of water hemlock. It was **resolved** to contact Dave Ackerley of Dorset Countryside about this.

**63. Correspondence**

63. Comments received by a resident about the use of 'cookies' on the Parish Council's website were noted. The Clerk explained that she had contacted HugoFox who provided the platform for the website but it was not possible for these to be removed for individual sites.

**64. Items for next/future Agenda**

64.1 No specific items were identified.

**65. Date of next meeting**

65.1 It was noted that the next reserve meeting was scheduled to take place on Monday 21 June 2021; if there was no urgent business for consideration this would be used for an informal session on the next steps on the climate and ecological strategy.

The meeting concluded at 8:35pm.

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