

# **Fontmell Magna Parish Council**

## **Minutes of The Annual Parish Council meeting held on Monday 13<sup>th</sup> May 2019 at St Andrews Primary School, Fontmell Magna immediately following the Annual Parish Meeting**

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**Present:** H Horstead (Chairman), Cllrs C Bellers, M Humphreys, A Newbury and J Long

**In attendance:** Jane Somper – Dorset Councillor, M Wheatley – Clerk and 15 members of the public.

The Annual Parish Council Meeting followed on from the Annual Parish Meeting at which various reports from the clubs and societies within the Parish were presented. Those reports including the Annual Report from the Parish Council can be seen on the Parish Council website [www.fontmellmagnapc.co.uk](http://www.fontmellmagnapc.co.uk)

### **Public Questions:**

There were no public questions.

- 13/05/01 Apologies for Absence.** There were no apologies for absence.
- 13/05/02 Election of Chairman of the Parish Council for the year 2019/20** – Howard Horstead stood down as Chairman. Cllr. Bellers was nominated by Cllr. Humphreys and that nomination was seconded by Cllr. Newbury. Cllr. Bellers having confirmed he was willing to act as the Chairman for 2019/20 there being no other nominations Cllr. Bellers was duly elected as the Chairman of the Parish Council for 2019/20. Howard Horstead wished the new Chairman and the Council all the best for the future and left the meeting. The Parish Council and the residents then gave Howard a round of applause.
- 13/05/03 Election of Vice-Chairman of the Parish Council for the year 2019/20** – Cllr. Bellers nominated Cllr. Humphreys and this nomination was seconded by Cllr. Long. There being no other nominations Cllr. Humphreys was duly elected as Vice-Chairman of the Parish Council for the year 2019/20.
- 13/05/04 Declarations of Acceptance of Office** – The Clerk confirmed she would circulate these.
- 13/05/05 Appointment of Parish Officers** – Marianne Wheatley would continue as the Clerk and Responsible Finance Officer.
- 13/05/06 To confirm Councillor responsibilities for 2019/20** – the Chairman confirmed that as there were no only 4 Councillors they would be stretched sharing the various responsibilities. It was agreed that the following Councillors would have the following responsibilities:
- a. **Planning** – planning applications, neighbourhood plan, Planning Working Group, planning regulations. **Cllr. Humphreys**
  - b. **Trees** – applications for tree works, encouraging tree planting. **Cllr. Long**
  - c. **Highways** – road maintenance, signage and potholes, traffic management, speed watch, strategic planning, A350CG. **Cllr. Long**
  - d. **Environmental Protection** – flood protection, grit/salt bins, verges, litter and fly tipping, grass cutting, grounds and hedgerow maintenance, dog fouling. **Cllr. Newbury**
  - e. **Social Infrastructure** – maintenance of parish council assets, Best Kept Village, Home Watch, defibrillators, broadband and mobile coverage, recreation, allotments, Village Hall. **Cllr. Newbury**
  - f. **District liaison** - police, health & medical services (e.g. Patient Partnership Group, Dorset Clinical Commissioning Group, Shaftesbury Hospital), DAPTC, Dorset Unitary Council, neighbouring parish councils, Compton Abbas airfield. **Cllr. Humphreys**
  - g. **Footpaths and Rights of Way.** **Cllr. Bellers**
  - h. **Governance** – procedures, new councillor recruitment and induction, councillor training, Annual Parish Report, risk management, contingency planning. **Cllr. Bellers**

Cllr. Humphreys made an appeal for other people to join the Parish Council. He confirmed that if one more Councillor stepped down it would become very difficult for the Parish Council to continue. The Clerk confirmed that as there had been an election for the next 35 days anyone who wished to stand could be co-opted without the Parish Council having to put up the usual notices.

Cllr. Humphreys confirmed that ideally the Council would like to recruit members to represent: the north side of Fontmell– St. Andrew’s View/North St./Lurmer St., the south side of Fontmell – South St./Parsonage St./The Mead and somebody from Bedchester.

**13/05/07** **Declarations of Interest.** There were no declarations of interest.

**13/05/08** **Co-options.** Co-option had been discussed as above.

**13/05/09** **Minutes of the Meeting on 11<sup>th</sup> March 2018.** The minutes were unanimously approved without amendment.

**13/05/010** **Matters Arising from the Minutes of the Meeting.** There were no matters arising from the minutes.

**13/05/011** **County Councillor report.** With effect from 1<sup>st</sup> April 2019 the District and County Council had been replaced by a Unitary Authority - Dorset Council. The elected representative for the Beacon Ward which is the ward for the Parish is Jane Somper. Cllr. Somper confirmed that she did not have a lot to report. She was on day three of her induction training. The first full meeting of the Council would be on Thursday at which the leader would be elected and the various committees would be filled. Cllr. Somper was intending to join the Overview & Scrutiny Committee for People which will look at Adult Care Services and Child Services. There were 12 Parish Councils in the ward and whilst she would try to attend the Parish Council meetings this would not always be possible. She was putting together a schedule. She was not intending to hold any surgeries as in her experience no-one attended these. She was however intending to organise a meeting with the Chairman and the Clerks in order to better understand the various issues within the various parishes. Cllr. Humphreys confirmed he had attended an event in March where it had been confirmed that area planning committees would be set up. Cllr. Somper confirmed that there would be a northern area planning committee. She also confirmed that she would not be sitting on this committee. She had sat on the planning committee in the past and had found that she could not participate in local planning issues and she did not always agree with the decisions made. She felt it would be better if she was able to discuss any local planning applications. Cllr. Jespersen who was very experienced was going to be the Chairman of the Northern Area Planning Committee which would meet in Sturminster Newton. The rest of the members of the committee were also very experienced which Cllr. Somper thought would assist as the members would have the requisite confidence if they decided not to follow the Planning Officers recommendations.

#### **13/05/012 Reports from the Parish Councillors**

**a. Planning** – The Clerk confirmed as per the schedule that the following matters had been considered since the last meeting:

**i. 2/2019/0322/FUL** - Woodbridge Farm Woodbridge Lane Bedchester SP7 0BF Erect storage building (demolish existing garage). The Parish Council had been formally consulted on this application and had supported the application. There did not appear to be any grounds on which to object and the application appeared to be compliant with all the policies of the Neighbourhood Plan.

The Parish Council had not been formally consulted on the following applications but nonetheless had considered the same:

**ii. 2/2019/0406/DOC** - Springhead Farm Mill Street Fontmell Magna SP7 0NU Discharge of condition nos 6 - access; 12 - tree and hedge retention/protection; 13 - hard and soft landscape details; and 19 - joinery details; following grant of planning permission 2/2016/0971/FUL.

**iii. 2/2019/0412/DOC** - Land At Mill Street Fontmell Magna SP7 ONU Discharge of condition nos. 3 - Trees & hedges protection; 4 - hedge planting detail; 7 - entrance gates; 8 - visibility splay; and 9 - discharge of water scheme; following grant of planning permission 2/2015/1929/FUL.

The Applicant had not as yet had the above conditions discharged however he had gone ahead and excavated the field. This had been reported to the enforcement team and the Parish Council were waiting to hear what steps that team were intending to take.

**iv. 2/2019/0397/NMA** - Land South Of Little Orchard Parsonage Street Fontmell Magna Dorset Non material amendment to planning application 2/2018/1260/FUL to allow simplification to the glazing to create a more cohesive overall composition, remove the lower level gable end, replace with a hipped roof to reduce the overall massing to add symmetry and balance.

The Parish Council had also considered the following tree works and had not objected to them:

**v. 2/2019/0372/CATREE** - Land at South of Parsonage Lane G1 - Thin dense woodland by removing over-mature poplar to provide crown space for suppressed sycamore and ash. Thin dense area of sycamore to provide more growing space for the healthiest specimens.

**vi. 2/2019/0496/CATREE** - Badgers Bank Parsonage Street Fontmell Magna Dorset SP7 0PBT1 - Mulberry - Pollard to 12ft from ground level.

**vii. 2/2019/0500/CATREE** - 15 Orchard Close Fontmell Magna Dorset SP7 0PGT1 - Eucalyptus - Fell as will soon outgrow size of garden and proximity to cables. Reduction not appropriate as will encourage growth.

**viii. 2/2019/0546/CATREE** - Knapp House The Knapp Fontmell Magna Dorset SP7 0PA T1 - Leylandii x3 - Remove over-mature leylandii and replant with indigenous species.

The Parish Council then went on to consider the following:

**Ix 2/2019/0362/FUL** - 75 Penn Hill, Bedchester Change of use of garage to form annexe to main dwelling. The Parish Council had considered the report from the Planning Working Group which had confirmed that the application was in accordance with the policies within the Neighbourhood Plan. The Parish Council were initially minded to approve this application but having heard representations from one of the neighbours and after some discussion it was agreed that the Parish Council would object to the application on the basis that there were no detailed plans at present, that the proposal to render the building was not in keeping with the area, that if this annex was a separate dwelling this would represent an overdevelopment of the site, and that a bat survey and drainage survey should be undertaken. It was also agreed that the Parish Council would ask that if planning permission was going to be given that a condition should be imposed to the effect that the annex should be kept as a single planning unit with the house.

Cllr. Humphreys then asked the Parish Council to approve the Terms of Reference for the Planning Working Group. He confirmed that the purpose of the Planning Working Group was to capitalise on the familiarity that various people within the community had to assess whether Planning Applications and Listed Building Consent Applications conformed with the policies of the Neighbourhood Plan. It was important to have this group to support the Parish Council and to update the Neighbourhood Plan as and when required. The Neighbourhood Plan as a result of the lack of a 5 year land supply would only be given its full weight by the LPA for 2 years and therefore the Planning Working Group would be looking at whether the plan needed to be updated in 2020. If the Plan needed to be updated the Plan would have to go out for consultation and a further referendum would need to be held. This was not very satisfactory and currently various groups were lobbying to stop this from happening. The Planning Working Group therefore had two responsibilities to advise whether any planning applications conform with the Neighbourhood Plan and to keep the Plan under review. The membership of the Planning Working Group needed to be approved along with the Terms of Reference. At present the group consisted of Roy King – Chairman, Robert McCurrach – Secretary, Michael Humphreys – Parish Council representative, John Knight, Dick Stainer, Michael Hobbs and Barry Roberts.

The Planning Working Group operated largely electronically. The Clerk forwarded any application to the Secretary of the Working Group. Three people would then be nominated to look at the application including the Parish Council representative. The Planning Working Group would then send a written report back to the Clerk within 10 days. Their role was purely advisory and the Terms of Reference made it clear that the Group did not have a mandate to make any decisions. The Planning Working Group would not speak to any neighbours - this was the prerogative of the

Parish Council. The Planning Working Group would also review the Neighbourhood Plan to ensure it continued to be maintained as a working document. The Group would keep an eye on planning law, the development of the local plan and other legislation and policies which might affect the currency of the Neighbourhood Plan. The Plan should be reviewed every 3 to 5 years but because of the lack of housing land supply there was the additional complexity of the 2 years as referred to previously. The Parish Council unanimously agreed and adopted the Terms of Reference and agreed the membership of the Planning Working Group. The Terms of Reference would be published on the website.

There was then a discussion about whether the name the Planning Working Group was the appropriate name. It was agreed that this would be discussed at the next meeting of the Group. It was also agreed that the Planning Working Group reports would be published on the website. A resident then asked whether the Planning Working Group could consult with applicants before they submitted any planning application to advise what would and would not be acceptable in terms of the Neighbourhood Plan. The resident's concern was that comments on any application would be inconsistent and subjective and depended upon who was looking at any particular application. Cllr. Long commented that it was a matter for the applicant who was able to view all of the relevant requirements including the Neighbourhood Plan on the Dorset for You website. A member of the Planning Working Group confirmed that the role of the Group was to make an assessment as to whether any application conformed with the Neighbourhood Plan however any decision would be made by the Parish Council. The Parish Council would take into account other matters including comments from the residents. Another member of the Planning Working Group confirmed that the Neighbourhood Plan had been adopted as part of the Local Plan and the LPA should be enforcing the terms of the Neighbourhood Plan. It was up to any Applicant to be aware of any restrictions that might apply it was not the role of the Planning Working Group to advise applicants.

The Chairman then asked for the Planning Application Policy to be approved. The policy had been circulated to the Councillors. It referred to receiving advice from the Planning Working Group but the decision on any planning application was that of the Parish Council. The Clerk would circulate any planning application to the Parish Council, the contacts on the Village email list and the Secretary of the Planning Working Group. If people wanted to join the circulation list they should notify the Clerk. Residents were also free to go on to the Dorset for You website and make their own comments on any application. If they want the Parish Council to take note of any comments the comments should be sent to the Clerk within 10 days. The Parish Councillor responsible for Planning applications would look at the details of the application, speak to neighbours if considered appropriate and speak to the agent if the plans were not clear. Planning Applications would be considered at the next meeting of the Parish Council but because the meetings are 2 months apart some applications might need to be dealt with outside of a meeting. The full process is set out in the Planning Application Policy which will be published on the website. It was confirmed that Cllr. Humphreys was the Councillor nominated under the policy who was responsible for planning applications. It was agreed that Cllr. Humphreys would publish the individual reports from the Planning Working Group on the website. It was also agreed that the Cllr. Humphreys would report back to the Clerk before the relevant deadline for comments to be submitted to the LPA. Having agreed these details the Planning Application Policy was approved unanimously.

**b. Trees** – The Clerk had reported on the tree applications since the last meeting as above. Cllr. Long confirmed that he had recently spoken to the tree officer who had confirmed that the Parish Council was no longer needed to consider any tree applications as these would be dealt with by the tree officer. He therefore queried whether the Parish Council still needed to look at these applications. It was agreed that whilst the Parish Council were not consulted on applications for tree works it would still try to review the applications so that in the event there was a tree that they wished to save they could make representations to the tree officer.

**c. Highways** – Cllr. Long confirmed that he had recently learnt that zig zag hill would be closed for 2 weeks sometime in June 2019. He had spoken to Highways recently who had confirmed that they were still aiming to open the C13 by 31<sup>st</sup> May 2019. The re-surfacing had been completed as had the tree and hedge trimming and the traffic signals were complete. The reason for the delay was that they had to dig out some hard rock in order to install the cables. The Police and Crime Commissioner was proposing to hold a public meeting regarding speeding on the A350/C13 but no date had been published as yet. Cllr. Long would advise as and when he knew the date of this meeting. The sign on South Street had now been replaced and all of the works

on the A350 through Fontmell had now been completed. As well as Zig Zag hill Durweston Bridge was due to be closed but Highways had confirmed this would not be closed until the C13 was re-opened.

**d. Environmental Protection** – Cllr. Newbury confirmed that there had been a lot of volunteers at the recent litter pick and a huge amount of litter had been picked up. Dorset Waste Partnership had been very supportive and had collected the rubbish from the Village Hall. Cllr. Newbury suggested that a litter pick should be done regularly once in the spring and once in the autumn. She thanked the volunteers and the Village Hall who had supplied tea and coffee for the volunteers. There was still a problem with rubbish in the chalk pit at the top of the hill. This had been reported online and hopefully it would be cleared soon. The defibrillator was in place and was checked monthly. A request had been received for a bench to be sited in Bedchester. Cllr. Newbury was going to put together a survey to ask the residents of Bedchester whether this was something they wanted. New dog signs had been delivered and Cllr. Newbury would replace the ones that were already up. If there were any other areas where anyone thought a dog fouling sign should be erected they should let Cllr. Newbury know. A resident then asked about the continued relevance of the Best Kept village signs. The signs near the cricket pavilion had not been put back and the resident asked whether the other ones should be removed. Cllr. Long confirmed he would speak to Highways about this.

**e. Social Infrastructure** – Cllr. Humphreys commented that East Orchard and Bedchester had recently subscribed to a Volunteer Emergency Service which consisted of 12 people in the locality who were willing to be called in an emergency with a view to getting the defibrillator to the casualty. If someone had a heart attack whoever was with the patient should not leave them. They should stay with them and dial 999. The ambulance service would then ring the volunteers and whoever answered would be asked to take the defibrillator to the incident. The incident had to be within 250 metres of the defibrillator otherwise the ambulance service would not ring. The volunteer service operates alongside the emergency services and would not be put into operation unless there were 12 people willing to volunteer. It was agreed that a notice would be put in the Gossip Tree and would be circulated to the Village Contacts. Cllr. Newbury confirmed that another defibrillator training session was going to be organised.

**f. District Liaison** – Cllr. Humphreys confirmed he had recently attended the Annual DAPTC Meeting. The new Chief Executive Matt Prosser was there and gave a presentation on the budget. There were also presentations on Adult and Child Social care. The number of Councillors had been reduced. The existing Local Plans were going to be transferred to Dorset Council and a new plan would be produced within 3 years. There were 3 area planning committees. The DAPTC were continuing to lobby for decisions to be made as to how the new authority was going to work with the Parish and Town councils. There was also a presentation from the North Dorset Clinical Commissioning Group. They were going to make greater use of the available technology and would be putting more emphasis on mental health.

Cllr. Humphreys confirmed he had also attended the Fontmell & Shaftesbury Patients Participation Group. They had not said that the Fontmell Surgery was going to be closed but concerns had been raised about there being a lone worker at this site. The surgery was currently only open one day a week. There was an initiative to get volunteers to be Health Champions to provide befriending services. The partnership now had a service whereby you can ask questions via the website and you should receive a response by the next day.

**g. Footpaths** – The stile between the first and second field on the footpath behind the school to Sutton Waldron was on the list to be repaired by the landowner. The Chairman also reported that the vegetation on the path from the school to the A350 needed to be cut back. The footpath on the left of the fields on Mill St. was unfenced and dangerous. People were no longer following the correct footpath and the footpath was slowly shifting from its original route. The Clerk confirmed she would mention this to the Enforcement Team as and when she heard back from them.

**h. Governance - including PWG terms of reference and Planning Application Policy.** This had been discussed as above.

**13/05/013 To consider report from the RFO, to agree pay rise and to approve the End of Year Accounts and audit Statements.** The Clerk confirmed that in the budget for 2019/20 a 2% pay rise had been budgeted for. She asked the Parish Council to approve this pay rise of £6.72 a

month i.e. £342.72 per month to take effect from 1<sup>st</sup> April 2019. This pay rise was unanimously agreed. The End of Year Accounts had been circulated. The Internal Auditor had audited the accounts and there was nothing material to report. The Clerk read out the statements in S1 of the Audit Statement item by item and the Parish Council confirmed that they had taken the appropriate steps. The Accounts for the Year Ending 31<sup>st</sup> March 2019 and S1 & 2 of the Audit Statement were unanimously approved and it was confirmed that the Chairman should sign the Certificate of Exemption and that this should be sent to the External Auditors.

**13/05/014 To resolve to pay Bills presented and to renew Insurance.** It was agreed that the following bills should be paid as per the schedule circulated by the Clerk:

- Vision ICT website renewal - £156.00
- M Wheatley balance of salary for April 2019 - £6.72
- DAPTC conference - £70.00
- Dorset Council dog signs - £35.96
- DAPTC renewal - £246.41
- Vale Garden Services war memorial April 2019 – £50.00
- Grant for play area - £2000.00

The Clerk also confirmed that since the last meeting Vale Garden Services invoice for the war memorial March 2019 had been paid in the sum of £25.00 and the Clerk's salary for March and April in the sum of £336.00 had been paid by standing order. The Clerk also confirmed that she had asked for quotes from various insurance companies and had circulated a comparison table. She was still waiting for the renewal quote from the current insurers and once she had this she would ask the brokers to confirm what the differences between the quotes were. Once she had heard back from the insurers she would circulate the response so that the Council could decide who to renew with.

**13/05/015 Other Matters arising from Correspondence**

**a. War Memorial.** The Clerk confirmed she was still waiting for the quote for all of the work.

**b. Bench at Bedchester.** This was discussed as referred to above.

**c. Springhead distillery.** Cllr. Humphreys confirmed that one of the conditions attached to the planning permission for the distillery was that there would be no retail outlet on the site. The prospectus which had been seen on the internet and had been produced for funding purposes clearly said there would be a retail outlet on site. One of the residents offered to refer the prospectus to the FCA to find out if anything could be done.

**13/05/016 Date of Next Meeting** – The next meeting was on 8<sup>th</sup> July 2019 at which the Cyber Crime Team would give a talk. The September meeting would be held on 2<sup>nd</sup> September 2019 as the Clerk was planning to be away 9<sup>th</sup> September 2019.

**13/05/017 A.O.B.** Cllr. Humphreys confirmed he had not heard anything from the LPA concerning the proposed Mill St. and South St. developments. He had written to Pennyfarthing homes who had confirmed they were still in negotiations with the LPA but they thought the LPA were unlikely to moderate their S.106 demands. They would therefore have to look at modifying the number of houses and/or the number of affordable houses in order make the site economically viable.

It was agreed that in the future the Councillors would produce short written reports on each of their areas of responsibility prior to the meeting which would assist when it came to preparing the minutes.

There being no further business, the Chairman closed the meeting at 9.05pm.

Date

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Chairman, Fontmell Magna Parish Council