

## Winterborne Houghton Parish Council

Clerk: Sam Smith, email:winterbornehoughton@dorset-aptc.gov.uk

### MINUTES of the Parish Council meetings held on Monday 23rd May 2022

#### ANNUAL PARISH MEETING

- Attendance:** Councillors Kathy Westby (Chair) Claire Eyre (part) Andrea Bardock & Bruce Maguire. Sam Smith (Clerk) and 4 members of the public.  
**Apologies:** Unitary Cllr Andrew Kerby.
- Review of the past year:** Cllr Westby (Chair) gave a report as follows -  
Once again, I would like to thank my committee members, past and present, Sam my Parish Clerk and villagers, for their ongoing support this last year. Since the last review in May 2021, the Parish Council said goodbye to Cllr Simon Barnes in October who resigned due to work commitments. We then lost Cllr Terry Bernal who resigned after our last meeting in March, he had served on the PC for a number of years. Both former colleagues gave a lot to the village and have been missed but we wish them well, away from the Parish Council. Since Simon Barnes resignation, the Parish Council welcomed Cllr Bruce Maguire onto the committee, and value his input and new ideas for the village. Following Terry Bernal's resignation, his post has now been advertised on the village notice board and we should have a new committee member by the time of the next meeting in July. The village has seen several planning applications in the last 12 months. Tranquility, which although we objected to, was approved by Dorset Council Planning. The houses have now been built and sold. New occupants should be moving in before the end of the year. Pie Nook changed from being a summerhouse, to an Air B&B. Manor Cottage, due to the unfortunate death of Stella Doare, was sold to a local resident and is in the process of being refurbished. South Paddocks application, although objected to by us, was granted a 3-year period to prove to Dorset Council Planning that their business is successful as set out in their submitted business plan. Higher Houghton Stables closed on July 31<sup>st</sup>, 2021, to all liveries and is now concentrating purely on agriculture. The village pond, under instruction from Rose Grant, had its yearly tidy up, which was done by the staff from the Fish Farm. The Parish's ancient laptop and printer which is shared with Winterborne Stickland PC came to the end of its life, it was agreed to update both of them. Winterborne Houghton is proud to now have its own Facebook page.
- Objectives for the coming year:** To develop a PC website which is fully compliant to the required accessibility standards. The PC has its own website, which is not yet live, all the documents/photos are currently being uploaded to the site. We are looking forward to celebrating the Queens Jubilee on June 5<sup>th</sup>, 2022, with a village picnic, strawberries and cream. It was agreed at the last meeting to contribute towards the strawberries/cream and to the planting of a tree in the churchyard if the Diocese should agree to this.
- Matters raised by the community:** Di Webster a W Stickland resident attended the meeting. She informed the PC that Hemlock Water Dropwort had been identified in the river/stream in W Stickland. Hemlock is a poisonous evasive plant. She left some printed information with Kathy Westby for reading. Di had identified some patches of this plant at the rear of the village pond. Cllr Westby said that she would have a look and remove the plant herself if it was necessary.

End

## **AGM**

- 1. Election of Chairman:** It was agreed by all Cllrs to re-elect Kathy Westby as PC Chair for 2022/23
- 2. Election of Vice Chairman:** It was agreed by all Cllrs to elect Bruce Maguire as PC Vice Chairman for 2022/23
- 3. Appointment of Councillor Responsibilities:** The areas of responsibility were divided out as follows –  
Kathy Westby – Chair, footpaths & bridleways, salt/grit, crime report  
Bruce Maguire – highways  
Andrea Bardock – noticeboards, Valley News, PC website, FB page  
Claire Eyre – village pond, trees  
Cllr vacancy – grass cutting & verges  
All Cllrs – planning issues

**End**

## **PARISH COUNCIL MEETING**

- 1. Declarations of Interest:** None
- 2. Approve the minutes from the March 2022 PC meeting:** The minutes from the previous meeting on the 8<sup>th</sup> of March 2022 were approved as a true record.
- 3. Unitary Councillors Report:** Unitary Cllr Andrew Kerby did not attend the meeting or send a report in advance.
- 4. Crime Report:** The Clerk reported that there had been a recent attempted puppy theft from a garden in Milton Abbas. Last month the Fish Farm was broken into overnight with tools being taken, this was the same night that some garages in Stickland were broken into.
- 5. Planning Applications received & updates:** **P/FUL/2022/02598 St Andrews Church, DT11 0PD – erect single storey building to provide WC & store.** All Cllrs agreed that they had no objections to this application.  
**P/LBC/2022/01087 Middle Farm, Water Lane DT11 0PF** – Remove and replace existing roof covering on extension & associated external alterations – this application has been approved by Dorset Council.  
**Chalet in garden** – the PC has received an enquiry with regards to a person living in a garden property. The owner will contact DC planning to enquire as to if planning permission is required.  
It is thought that an application has now been submitted to DC.
- 6. Clerks financial Report:** The following payments were agreed and authorized –

S Smith £313.23	Clerks wages & expenses (April & May 2022)
R Smith £25.50 x 3	grass cutting (March, April, May) SO
Pam Ham Hall £10.00	room hire for March PC 2022 meeting)
DAPTC £127.02	annual membership subs inc extra email storage
Gift for auditor £50.00	PC internal audit

The Clerk had received a renewal notice for the PC annual insurance, it was very high and a large increase on last year's premium. The Clerk has managed to find insurance with another provider at a considerably cheaper cost. Cover for the Defibrillator just needs to be clarified. It was agreed to go ahead with the new provider on a 3-year deal once the cost is confirmed. The cost of **£158.68** was confirmed after the meeting and The Clerk paid the amount by a bank transfer. The first installment of the Precept (**£2,300**) has been received into the PC bank account. Balance in the PC bank account on the 31/03/2022 - **£4,193.64**

**6.1 Annual Return for the year ended April 2022:** The internal audit of the PCs financial accounts has been completed by our internal auditor. Following a few amendments everything is confirmed as in order. The following sections of the Annual Return were then agreed and signed by Cllr Westby (Chair) & The Clerk –

**Approval of the annual governance statement 2021/22 section 1**

**Approval of the accounting statements 2021/22 section 2**

**Approval of the Certificate of Exemption**

The Clerk will now forward the exemption Certificate to PFK Littlejohn LLP and forward the financial documents to John Close to publish on the village website. The documents will also be on the new PC website when it is up and running.

## 7. Matters arising:

**7.1 PC Cllr resignation & vacancies:** The Cllr vacancy created by Terry Bernal has been advertised on the PC notice board. Once the vacancy notice has expired a new Cllr can be co-opted. A resident who attended the meeting has expressed his interest to join.

**7.2 PC Website & email:** The PC email has reached its maximum storage capacity. DAPTC have informed the PC that an annual fee of **£39** is the charge to increase the storage capacity. It was agreed by all Cllrs to pay this amount. The new PC website has been set up and is functioning but has not yet been published on the live internet. Some further documents, minutes etc still need to be uploaded. The PC accounts 2021/22 will need to be posted online by the 1<sup>st</sup> of July 2022, so the Clerk is aiming to have the website live by that date.

**7.3 Standing Orders & Financial Regulations:** Terrys Burnals hard work to amend this document was acknowledged and thanked. The amended copies had been circulating to Cllrs in advance of the meeting by the Clerk and they were adopted by the PC at this meeting.

**7.4 Bollards outside The Knapp:** Overnight the plastic bollards were vandalised and thrown into the roadside ditch. DC Highways had met with Kathy & Claire to discuss the way forward. Paul Starkey (Highways) had stated that this was a low priority issue for DC. The property owner at Manor Cottage has placed some small wooden stakes into the verge, but this is a temporary measure. Bruce Maguire said that he would contact Paul's manager (Rolly Skeats) at DC Highways to see if anything further could be done.

**8. Correspondence Received:** All correspondence had been emailed to Councilors in advance of the meeting. A village Jubilee picnic is planned for Sunday 5<sup>th</sup> June 2022, all welcome.

## 9. Items for the next agenda:

End of meeting 8.10pm. Date of the next meeting date 12<sup>th</sup> July 2022 @ 7pm.