

Iwerne Courtney & Stepleton Parish Council Meeting Minutes

Date: 20 April 2022

Venue: Shroton Village Hall

Present: Cllr Sullivan, Cllr Gredley, Cllr Gibson Fleming and Cllr Barrett

In attendance: Dorset Councillor Somper

Agenda Item	Discussion Points	Action
1. Apologies	Cllr Hewitt	
2. Minutes of Previous Meeting	The Minutes of the meeting held on 16 March 2022 having been previously circulated, were agreed and duly signed by the presiding Chairman, proposed by Cllr Gredley and seconded by Cllr Sullivan.	
3. Chairman's announcements	No announcements for this meeting.	
4. Declaration of Interests	Cllr Gibson Fleming at Item 5a & 5c. Parish Clerk at Item 10j	
5. Matters Arising	<p>a. Cllr Sullivan reminded the council of the Community led affordable homes opportunities meeting he attended (Local Plan Review meeting in 2020) and suggested inviting the Community Led Housing Enabler (Simon Parker) to the June 2022 Parish Council meeting to discuss whether there were any opportunities/interests for affordable homes schemes in the Parish.</p> <p>b. Cllr Gredley advised the council that he had received guidance from the Community Highways Officer for access protection bars (in front of the community library) which the council would have to purchase at a cost of £208 + VAT. https://www.dorsetcouncil.gov.uk/roads-highways-maintenance/highway-licences-and-services/access-protection-markings-single-white-line-at-dropped-kerb-accesses. Note - As this suggestion was not a TRO provision action could not be taken if anybody parks on it.</p> <p>c. Cllr Gibson Fleming update - Property Access Agreement application from Wessex Internet from March 2022 PC meeting. Cllr Gibson contacted the Wessex Internet Land Access Team and directed them to Dorset Council Road Space Manager (Highways) to determine requirements for working on Dorset Council land in Main Street, Shroton.</p>	<p>Cllr Sullivan</p> <p>Cllr Gredley action and update May 2022 meeting</p>

<p>6. Democratic Period: a. Dorset Councillor Somper b. Public & Parish Council</p>	<p>a. Dorset Councillor Somper - Cllr Somper disseminated April 2022 report to the council prior to this meeting. No matters taken for discussion. b. Public and Parish Council Participation - No matters taken for further discussion.</p>	
<p>7. Correspondence</p>	<p>Emails received by the Clerk for statutory matters and council business are sent onto the Council by the Clerk and itemised for discussion at the next council meeting.</p> <p>a. NALC Smaller Councils Committee – Clerk reminded the council of the ongoing NALC consultation seeking the views of smaller councils and encouraged to respond by 30 April 2022. b. Council acknowledged Mrs E Kingsbury resignation letter as the Parish Clerk, Iwerne Courtney & Stepleton Parish Council. c. Clerk’s email round ups sent between 17 March - 20 April 2022 acknowledged by council members at this meeting.</p>	<p>Council members</p>
<p>8. Parish Council Representatives</p>	<p>Parish Council Representatives – Councillors to advise on areas of representation as appropriate or discuss matters pertinent to representative role: Play Area Report</p> <ul style="list-style-type: none"> • Council discussed the quotation from Active Garden for the acquisition and installation of a new swing. Council agreed unanimously to the quotation. Clerk to advise play area refurbishment lead to respond to quotation and acknowledge installation date early May 2022. • Cllr Hewitt – refurbishment signage to be taken at May 2022 meeting and to include new swing set. • Cllr Gibson Fleming – a play area donation box has been installed on the fence by the entrance to the play area. Chairman requested a letter of thanks to the Ranston Estate. <p>Parish Footpaths and Bridleways – Cllr Hewitt has contacted the National Trust officer to discuss her concerns at the extent of damage been done to the pathways on Hambledon Hill and the Long Barrow. National Trust liaison with Graham Stanley (North Dorset Ranger) and a site visit to determine protective management solutions.</p> <p>Parish Council Website Development - No report available for this meeting. Dorset Council Highways</p> <ul style="list-style-type: none"> • Cllr Gredley to accompany Community Highways Officer for a 'walk around' of the Parish roads 25 April 2022. Particular emphasis for the Everley and Farrington roads and an update to the proposed schedule for re-surfacing work within the village and surrounding roads during 2022 – 2023 required. <p>The Glebe matters & Glebe trees (inc. Parish Trees)</p> <ul style="list-style-type: none"> • Cllr Sullivan confirmed local inspection of Glebe trees in April 2022. • The Senior Arboricultural Officer Dorset Council provided an inspection report on the condition of the Lombardy Poplar trees. The Arboricultural team advised the council that both trees contain some very large and substantial deadwood, which requires to be removed for safety reasons. In addition, the base of one tree is smothered in brambles and vegetation which is impeding a thorough inspection of the base. All the major branch 	<p>Cllr Hewitt for May 2022</p> <p>Cllr Hewitt May 2022</p> <p>Clerk May 2022</p> <p>Cllr Hewitt update May 2022</p> <p>Cllr Gredley update May 2022</p> <p>Clerk - date for this work to be identified.</p>

	<p>junctions appear to be sound with no evidence of decay. The proposed cost of the removal of all the large deadwood and clearing the base of the tree is £750 plus VAT (£900).</p> <ul style="list-style-type: none"> • Cllr Hewitt has received complaints about the length of grass on the Glebe. Clerk instructed to contact grass cutting operative. <p>A350/C13 Community Action Group (CAG) - No action or report for this meeting Shroton Village Hall – no report available for this meeting DAPTC</p> <ul style="list-style-type: none"> • Clerk advised the council of the additional dates for New Councillor training in email roundups sent up to the date of the meeting. • Clerk to advise Cllr Hewitt of the dates for Planning Matters training sessions in 2022. 	<p>Clerk to Iwerne Valley Lawns</p> <p>Council members -training dates. Cllr Hewitt to identify dates for training</p>
<p>9. Parish Council Projects</p>	<p>Village Projects</p> <p>a. HM Queen Platinum Jubilee requests for financial support from village groups – see Finance items 10 i and 10 j. The Chairman was asked to discuss the proposed flower display for the Glebe. Cllr Barrett is coordinating a display to mark the Platinum Jubilee. A fund of £100 is being put aside for the purchase of bedding plants to create this tribute.</p> <p>b. Community recycling matters update – Cllr Gredley – no report for this meeting</p> <p>c. Village Traffic Calming Project - Not taken at this meeting.</p>	<p>Clerk – 2 cheques for donations to village groups.</p>
<p>10. Finance Matters</p>	<p>a. Council accepted and approved the End of Year Accounts & Expenditure 1 April 2021 – 31 March 2022.</p> <p>b. Clerk confirmed completion of AGAR – Internal Audit Report 2021 – 2022 by the Internal Auditor on 14 April 2022.</p> <p>c. Council acknowledged and approved the content of AGAR Section 1 – Annual Governance Statement 2021 – 2022. The Chairman signed and dated Section 1 signature box. RFO to complete Section 1 production of the minutes of the meeting. The council will submit AGAR 2021 – 2022 Form 2 with Certificate of Exemption for this inspection period. The RFO (on behalf of the council) will set the commencement date for the exercise of public rights from 6 June – 15 July 2022.</p> <p>d. Clerk advised the council that the Internal Auditor had completed his inspection report and action on 31 March 2022. Parish Council account – no action needed or remedial comments/observations.</p> <p>e. E01-22 National Salary Award 2021/22 The National Association of Local Councils has been informed that the National Joint Council for Local Government Services (NJC) has agreed the new rates of pay applicable from 1 April 2021. Pay award 1st April 2021 is a 1.75% increase and requires backdating to 1st April 2021. The precise pay scale tables are attached for your reference in a NALC briefing note: NATIONAL PAY AWARD 2021/22 Council acknowledge d and ratified the revised pay award for Parish Clerk from 1 April 2021. (From LC1/17 above substantive range from £12.73 to £12.95 per hour).</p> <p>f. Council approved payment to J P Consultants (Internal Auditor) for Parish Council account inspections October 2021 and April 2022 £75</p> <p>g. Council to consider for approval payment to J Mustey for preservative treatment of the new play area equipment and associated work £650. This work has begun.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<ul style="list-style-type: none"> h. Council considered and agreed the quotation from Active Garden £1,751 for new swing, installation and associated costs for work not completed at the time of the play area equipment installation in October 2021. i. Council to considered and agreed to a request from the village Jubilee organisers for £221.34 to purchase Jubilee mugs. This donation is 50% of the cost of the jubilee mugs. j. Council considered and agreed a request from St Mary's Church flower coordinator for a donation for the purchase of additional flowers to decorate the Church for the Platinum Jubilee £100 k. Council approved payment for backdated Clerk's salary from 1 April 2021 – 16 March 2022 £ 75.68 l. Record of expenditure to 20 April 2022 to be signed by Chairman for RFO retention. 	<p>Clerk</p> <p>Clerk</p>
11. Planning Matters	<ul style="list-style-type: none"> a. No planning applications tabled at this meeting. b. Cllr Hewitt provided the meeting's Chairman with the following update for Stepleton House planning application: Cllr Hewitt contacted the agent who described and discussed aspects of the planning application P/LBC/2022/00541 – Stepleton House, Iwerne Stepleton, DT11 8PR – Internal and external alterations to the main house and west wing. The agent confirmed the changes for the second application were for internal alterations and had been completed under the guidance and agreement with the Dorset Council Conservation officer and Historical England representative. Cllr Hewitt did not carry out a site visit as the alterations were for internal works. 	
12. Other Matters		

Draft

The presiding Chairman declared the meeting closed at 7:53 pm

Presiding Chairman Date.....
Iwerne Courtney & Stepleton Parish Council

The Annual Parish Meeting due to be followed by the Annual Parish Council Meeting will take place on 18 May 2022.
(To be signed and dated by the presiding Chairman after approval at the next Parish Council Meeting)

LK 21/04/22