

# MILBORNE ST ANDREW PARISH COUNCIL - MEETING MINUTES



Held on: 15/02/2012 at: 19:30 Location: Milborne St Andrew Village Hall

Present: Cllr Janet Allen (Chairman)  
Cllr Paul Morgan (Vice-Chairman)  
Cllr Jennifer Balcon  
Cllr Michael Hopper  
Cllr Philip Smith

In attendance: Joyce Holman (Parish Clerk)

149 **Apologies** Cllr Dean Hamilton  
Cllr John Harris  
Cllr Mrs H Cox (County Councillor)  
Cllr Emma Parker (District Councillor)  
Cllr Jane Somper (District Councillor)

150 **Declarations of Interest**

None

151 **Minutes of Parish Council Meeting on 18 January 2012**

**RESOLVED** that the Minutes of the meeting be confirmed and signed as a correct record.

152 **County & District Councillors' Reports**

The Councillors were not present at the meeting and no written reports had been received by the Clerk.

153 **Localism Act & Neighbourhood Plans (Min.147 – 18.01.12)**

The Clerk submitted a report and a letter dated 28 November 2011 from the Planning Policy Officer at North Dorset District Council a copy of which appears as Appendix A in the Minute Book.

The report gave details of the leaflet distributed to the parish requesting their views on the Parish Council producing a Neighbourhood Plan. The majority of replies were in favour of a Neighbourhood Plan being produced.

The Parish Council thanked those people in the village that had taken the time to respond to the leaflet.

**RESOLVED** that North Dorset District Council be informed that the Parish Council supports Option 3 in the letter that 'The Council gives a light touch strategic guidance only with greater local choice in Stalbridge and all villages'.

154 **Draft Corporate Plan**

The Clerk submitted a letter dated 2 February 2012 from the Reputation and Improvement Manager at North Dorset District Council a copy of which appears as Appendix B in the Minute Book.

The letter asked for the view of the Parish Council on the Draft Corporate Plan. Cllr Smith offered to read the Corporate Plan and report back to the next meeting any comments.

155 **Housing Strategy Statement Consultation Draft**

The Clerk submitted an email dated 25 January 2012 from the Community Planning



Officer at North Dorset District Council a copy of which appears as Appendix C in the Minute Book.

The email asked for the view of the Parish Council on the Draft Housing Strategy. Cllr Morgan offered to read the Housing Strategy and report back to the next meeting any comments.

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## **Grit Bins (Min.133 – 14.12.11)**

The Clerk submitted a report a copy of which appears as Appendix D in the Minute Book.

The report gave details of the location agreed by Cllr Morgan for the grit bin purchased.

### **RESOLVED**

- a) that the location of the grit bin in Homefield adjacent to Wetherby Close be agreed;
- b) that the current location of grit bins be monitored and the purchase of further grit bins be consider later in the year for next winter.

157

## **Allotments (Min.132 – 14.12.11)**

Cllr Hopper submitted a report a copy of which appears as Appendix E in the Minute Book.

The report gave details of the progress of the allotments and the formation of the Milborne St Andrew Allotment Society. The report contained a number of recommendations on how the Parish Council should proceed with the administration of allotments and the granting of an initial licence to Milborne St Andrew Allotment Society. This would be followed in due course with a formal lease.

Cllr Hopper added that he would be arranging a meeting with Milborne St Andrew Sports Club to discuss the access to the site via the gate and other issues. He reassured Members that no dogs would be allowed at the allotments.

### **RESOLVED**

- a) that the Parish Council grant an interim licence to Milborne St Andrew Allotment Society for one year with effect from 16 February 2012 to enable the establishment of plots;
- b) that the remainder of the budget unused in 2011/12 be set aside in an Allotment Fund;
- c) that the Parish Council work with Milborne St Andrew Allotment Society to draw up a suitable lease to allow the them to administer the allotments;
- d) that one Parish Councillor has a non executive seat on the management committee of Milborne St Andrew Allotment Society;
- e) that the Parish Council supports the aims and objectives of Milborne St Andrew Allotment Society.

158

## **Dorset Highways Winter Service Plan**

The Clerk submitted for information the Dorset Highways Winter Service Plan a copy of which appears as Appendix F in the Minute Book.

159

## **Dorset Highways Capital Maintenance Programme 2012/13**

The Clerk submitted for information the Dorset Highways Capital Maintenance Programme 2012/13 a copy of which appears as Appendix G in the Minute Book.

The report indicated that Dewlish Road would be surfaced dressed between May and September 2012.



**160**                    **Village Hall Liaison Meeting**

The Clerk submitted for information the Minutes of the Village Hall Liaison Meeting a copy of which appears as Appendix H in the Minute Book.

The minutes gave details of the first meeting with the Parish Council Representative from the Village Hall Trustees.

**161**                    **Freedom of Information and other Statutory Documents**

The Clerk submitted a report a copy of which appears as Appendix I in the Minute Book.

The report gave details of the Freedom of Information which had been updated and included the charges to be made for information. Once approved this document would be available for the public to see on the website. The Freedom of Information had brought to light a number of other policies that needed to be approved.

**RESOLVED**

- a) that the draft Freedom of Information be approved and adopted;
- b) that the draft Equality & Diversity Policy be approved and adopted;
- c) that the draft Habitual & Vexatious Complainant Policy be approved and adopted;
- d) that the draft Health & Safety Policy be approved and adopted;
- e) that the draft Complaints Procedure be approved and adopted;
- f) that the draft Data Protection & Information Security Policy be approved and adopted;
- g) that the draft Records Management Policy be approved and adopted.

**162**                    **Grant Application – Milborne St Andrew Wednesday Social Club (Bus to Go)**

The Clerk submitted a Grant Application Form from the Wednesday Social Club for the Bus to Go project.

**RESOLVED** that a grant of £50 be made to Milborne St Andrew Wednesday Social Club for the Bus to Go project.

**163**                    **Quarterly Accounts and Budget Review**

The Clerk submitted for information a report containing the Quarterly Accounts for the period to December and a budget report for the period to December 2011 a copy of which appears as Appendix J in the Minute Book.

The report informed Members that the forecast for the year was within budget.

**164**                    **Cheque Schedule**

The Cheque Schedule for February - see Appendix K to these Minutes.

**RESOLVED** that the cheques on the Cheques Schedule for February totalling £568.33 be approved and the cheques signed.

The meeting closed at 20 :50

Signed :

Chairman of the Council

Dated :