

<b>VALE OF ALLEN PARISH COUNCIL</b>
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<b>MINUTES</b>
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**of the ANNUAL PARISH COUNCIL MEETING, held at 7.30 pm in Witchampton  
Village Hall on Tuesday 1st May 2018**

**PRESENT**

**Cllr Mr J. Campbell – Chairman**

**Cllr Mrs J. Manson – Vice Chairman**

**Cllr Mr S. Wathen, Cllr Ms D. White, Cllr Mrs P. Hill, Cllr Mr R. Hill**

**Also present were County Councillor Mr S. Butler and Mrs K. Bradbury Parish Clerk**

**18/01. APOLOGIES**

Apologies were received from, Cllr Mrs S. Gilchrist and Cllr Mrs M. Cook,

**18/02. APPOINTMENT OF CHAIRMAN FOR 2018/2019**

Cllr Mrs J. Manson proposed and Cllr Mr R. Hill seconded Cllr Mrs J. Campbell as Chairman for 2018/2019. **There being no other nominations it was unanimously resolved to appoint Cllr Mr J. Campbell as Chairman of the Vale of Allen Parish Council for the Year 2018/2019**

**18/03. DECLARATION OF ACCEPTANCE OF OFFICE**

The Chairman, Cllr Mr J. Campbell read out the declaration and duly signed the Declaration of Acceptance of Office in the presence of the Clerk.

**18/04. APPOINTMENT OF VICE-CHAIRMAN FOR 2018/2019**

Cllr Ms D. White proposed Cllr Mr R. Hill seconded Cllr Mrs J. Manson and Cllr Mrs P. Hill proposed and Cllr Ms D. White seconded Cllr Mr S. Wathen as Vice-Chairman for 2018/2019. As there were two nominations a secret ballot was conducted which resulted in a 3/3 split vote. Cllr Mr S. Wathen graciously withdrew and therefore **it was resolved to appoint Cllr Mrs J. Manson as Vice-Chairman for 2018/2019**

**18/05. APPOINTMENT OF OFFICERS AND REPRESENTATIVES FOR 2018/2019**

It was resolved to change the appointments of Officers and Representatives as shown in the attached page 1267 of the minutes.

**18/06. APPOINTMENT OF COMMITTEES AND WORKING PARTIES FOR 2018/19**

It was resolved to remove Cllr Ms D. White from the Finance Working Group list and replace her with Cllr Mrs J. Manson. See page 1268 of the minutes.  
The Fingerposts Working Party remains the same.

**18/07. DISPENSATIONS TO PARTICIPATE IN A VOTE ON AN AGENDA ITEM**

There were no requests for dispensations.

**17/08. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

None.

**18/09. PUBLIC PARTICIPATION SESSION****18/10. MINUTES OF THE PARISH COUNCIL MEETING HELD ON – Tuesday 3rd April 2018**

The Minutes of the Parish Council Meeting held on Tuesday 3<sup>rd</sup> April 2018 (pages 1255 - 1261) were approved, adopted and signed as a true and correct record.

**18/11. MATTERS ARISING FROM THE MINUTES**

- a. **Minute No. 17/201, Matters of Information, Cllr S. Wathen:** It was reported that the cost of a full refurbishment of the Hinton Martell Fountain would be very high. An application for a grant to Cranborne Chase AONB is a possibility. Cllr Wathen will explore other grant making bodies.
- b. **Minute No. 17/195(b) Savills Housing Needs Survey:** The survey will be publicised via the Parish Magazine, hard copies in the village shop and a website.

**18/12. COUNTY COUNCILLOR'S REPORT**

**Cllr Mr S. Butler:** presented a written report; see attached pages 1269 - 1271 of the minutes.

The Local Government Reorganisation is making progress but because of the Minister's delays in coming to a final decision the projected savings will not be realised till a year later than hoped. As there is not enough time to get a new system up and running by April 2019, staff in the District Councils and Boroughs will carry on in their posts to allow a smooth and gradual handover.

There will be a new system of 82 or 84 wards consisting of about 3,700 voters per ward. Until the election of new councillors in May 2019 the Dorset Council will be run by a shadow authority of 20 members who will supervise the changeover to a new system. Cllr Mr S. Tong and Cllr Mr S. Butler are both members of the Shadow Authority. The County Council and District Councils will gradually do less and less as the Shadow Authority takes on more responsibilities. The final shape of the new authority is still undecided but it has been suggested that Local Area Planning Boards would have certain advantages.

**18/13. PARISH CLERK'S REPORT**

- a. **New Clerk:** A full job description was sent out to all the applicants. Five have replied confirming their continuing interest in the job. An interview panel consisting of Cllr Mr J. Campbell, Cllr Ms D. White, Cllr Mr R. Hill and Cllr Mr S. Wathen was approved and the Clerk agreed to draw up a list of suitable questions for the interview candidates.
- b. **Data Protection Act:** It was agreed that the Clerk would draw up a policy document giving details of the types of information held by the Parish Council and how the Council intended to deal with the information. **Refer to the next meeting.**
- c. **Dorset Area Joint Committee:** It was reported that a briefing has been organised by EDDC for Wednesday 2<sup>nd</sup> May 2018 at 5.00pm in the Allendale Community Centre, Wimborne. The Clerk and Cllr Mr R. Hill and Cllr Mrs P. Hill would attend.
- d. **Gussage All Saints Clock:** As the refurbishment will be expensive the matter has been deferred until sufficient funds are available.
- e. **Plastic Wrappers:** It was agreed to submit a motion to the DAPTC Annual meeting requesting that mailings such as the Local Council

Review and other such publications are posted in a biodegradable wrapper.

**f. Annual Parish Meetings:**

Gussage All Saints Monday 21<sup>st</sup> May  
 Witchampton & Crichel Thursday 24<sup>th</sup> May  
 Hinton Martell Wednesday 23<sup>rd</sup> May

**g. DAPTC Training for Councillors:**

Wednesday 9 May	7-9pm	<b>Introduction training for councillors (with less than 9 months experience)</b>	£40	Tarrant Keynston VH, nr Blandford Forum DT11 9JE	Introductory course to be taken prior to the essentials for councillors course for new councillors who have been in post for less than 9 months. <b>Max no: 14</b>	New Councillors
Tuesday 22 May	7-9pm	<b>Essentials for Councillors</b>	£40	Tarrant Keynston VH, nr Blandford Forum DT11 9JE	Trainer led and scenario based. <b>Max no: 16</b>	Councillors
Thursday 24 May	7-9pm	<b>How to chair a meeting</b>	£40	Dorset Youth Association, Dorchester, DT1 1QL	Trainers– Hilary Trevorah, Janet Page and Debbie Hollings <b>Max 18</b>	Chairmen
Wednesday 6 June	7-9pm	<b>Essential Finance for Councillors</b>	£40	Tarrant Keynston VH, nr Blandford Forum DT11 9JE	<b>Max no: 18</b>	Councillors
Late June – date TBC	10am- 4pm	<b>Clerks Seminar</b>	£70	Kingston Maurward College, Nr Dorchester DT2 8PX	All day seminar with updates and session relevant to all clerks. <b>Max no: 60</b>	Clerks
Saturday 7 July	10am- 12noon	<b>Introduction training for councillors (with less than 9 months experience)</b>	£40	Loders VH, Lodors, Bridport DT6 3SA	Introductory course to be taken prior to the essentials for councillors course for new councillors who have been in post for less than 9 months. <b>Max no: 14</b>	New Councillors

**18/14. PLANNING APPLICATIONS FOR CONSIDERATION**

<b>Application No:</b>	<b>Location</b>	<b>Proposal</b>	<b>Parish Council comment</b>
3/18/0848 LBC	Rose Lea, Witchampton	Replace flat roof element of outbuilding with a pitched roof and alter fenestration	No Objection
3/18/0819 FUL	Site Adjoining Penny Cottage, Hinton Martell	Erect single storey dwelling	SUPPORT – The proposed bungalow is sited within the village envelope and would not be an intrusive addition to the street scene. The provision of a smaller dwelling will free up the neighbouring Penny Cottage for use by a family
3/18/0555 HOU	1 Crows Nest Bungalows, Moor Crichel	Single storey side and rear extension and internal alterations	No Objection

3/18/0749 HOU	Sandmartin, Gussage All Saints	Rear single storey extension, replace attached car port with single garage including utility and convert existing garage to study	No Objection
3/18/0844 FUL	Cock Crow Farm, Cock Road, Long Crichel	Erect outbuilding for 3 stables, a tack room and a store room	No Objection

### **18/15. EAST DORSET DISTRICT COUNCIL PLANNING DECISIONS**

<b>Application No:</b>	<b>Location</b>	<b>Proposal</b>	<b>Decision</b>
3/17/3643/ FUL	The Cloisters, Manswood	Demolition of two buildings and conversion and extension of two existing buildings into dwellings with associated car parking and landscaping	<b>Refuse</b>
3/18/0188/ HOU	Walnut Tree Cottage, Gussage All Saints	Addition of garden room, staircase and rebuild chimney. Add woodburner and various windows and doors. Remove car port	<b>Permit</b>

### **18/16. OTHER PLANNING MATTERS**

- a. **Change of Address. Land adjacent to Millstream House, Gussage All Saints:** New address and Postcode – Cedar House, Gussage All Saints, BH21 5ET

### **18/17. FINANCIAL MATTERS**

- a The following items were approved for payment and signed by Cllr Mr R. Hill and Cllr Mr J. Campbell:

<b>Details</b>	<b>Amount (£)</b>	<b>V.A.T</b>	<b>Cheque Total</b>	<b>Cheque No:</b>
1 K. Bradbury, Clerk's Salary April 2018	337.05	0.00	337.05	936
2 HMRC PAYE due April 2018	68.26	0.00	68.26	937
3 Came & Co Annual Insurance	752.84	0.00	752.84	938
4 C.T. Mee B. Ground & R&BT Seat April 2018	88.00	0.00	88.00	939
<b>Total</b>	1246.15	0.00	1246.15	

### **18/18. CORRESPONDENCE**

- a. **Local Councils Update:** April 2018 Issue  
b. **Local Council Review:** Spring 2018 issue

### **1/19. MATTERS OF INFORMATION**

- a. **Cllr Mrs P. Hill:**  
Gussage All Saints Village Hall will be serving Cream Teas between 2 – 5pm on Monday 28<sup>th</sup> May – Bank Holiday
- b. **Cllr Mr R. Hill:**  
Fly Tipping continues to be a problem in Gussage All Saints.

**Meeting closed at 9.24pm**

**Signed.....**

**Date.....**

**Chairman**

**VALE OF ALLEN PARISH COUNCIL**  
**OFFICERS AND REPRESENTATIVES – 2018/2019**

**Appendix A**

<b>No.</b>	<b>Item</b>	<b>Parish</b>	<b>Representative</b>
1	Parish Council Noticeboards	Gaunts Common	Cllr Mr S. Wathen
		Gussage	Cllr Mrs P. Hill
		Hinton	Cllr Mr S. Wathen
		Crichel	Cllr Mr J. Campbell
		Manswood Witchampton	Cllr Ms D. White Cllr Mrs S. Gilchrist
2	Planning Representatives and Tree Wardens	Gaunts Common	Cllr Mr S. Wathen
		Gussage	Cllr Mr R. Hill
		Hinton	Cllr Mr S. Wathen
		Crichel	Cllr Mr J. Campbell
		Moor Crichel & Manswood Witchampton	Cllr Ms D. White Cllr Mrs M. Cook
3	Parish Burial Ground Committee	Witchampton	Cllr Ms D. White, The Current Vicar, Church Warden & Parish Clerk
4	Bank Signatories	Hinton	<b>Vacancy</b>
		Gussage	Cllr Mr R. Hill
		Crichel	Cllr Mr J. Campbell
		Witchampton	Cllr Mrs S. Gilchrist
5	Internal Auditor	All	Mrs J. Knott
	Village Hall Representatives	Hinton Martell	Cllr Mr S. Wathen
		Gussage All Saints	Cllr Mr R. Hill
		Witchampton	Cllr Mrs J. Manson
7	Hinton Martell Fountain	Hinton Martell	Cllr Mr S. Wathen
8	Footpath Liaison Officers	Gaunts Common	Cllr Mr S. Wathen
		Gussage All Saints	Cllr Mr R. Hill
		Hinton	Cllr Mr S. Wathen
		Crichel	Cllr Mr J. Campbell
		Witchampton	Cllr Ms D. White
9	Ancient Monuments Officer	Gussage All Saints	Mrs R. Goulden
10	Play Area Safety Representative	More Crichel & Manswood	Mr T. May
11	DAPTC Eastern Area Committee Representatives	All	Cllr Ms D. White & Cllr Mrs M. Cook

**VALE OF ALLEN PARISH COUNCIL****OFFICERS AND REPRESENTATIVES – 2018/2019****Appendix A****FINANCE WORKING PARTY**

**Minute No 18/06:** Appointment of Committees and/or Working Parties

**Meeting:** 1<sup>st</sup> May 2018

Consists of 4 Members appointed at the Annual Meeting of the Parish Council on 1st May 2018 and the Responsible Financial Officer who is a non voting member  
Quorum = 3 members.

The Councillors listed below were appointed to this working group from May 2018 to May 2019.

**Councillors**

Hinton	Cllr Mr S. Wathen
Witchampton	Cllr Mrs J. Manson
Crichel	Cllr Mr J. Campbell
Gussage All Saints	Cllr Mr R. Hill

**Non-voting Members**

Parish Clerk

Other members of the Parish Council

**TERMS OF REFERENCE**

- a. To prepare a record of the outcomes of meetings and circulate members of the Parish Council
- b. To recommend to the Parish Council the management of the Parish Council's finances.
- c. To co-ordinate the requirements of each ward in preparing annual estimates for the District Council
- d. To recommend to the Parish Council any revisions or extensions of its financial policy
- e. To incur costs in the name of the Parish Council within the limits of its annual estimates.

**FINGERPOST WORKING GROUP**

Hinton	Cllr Mr S. Wathen
Witchampton	Cllr Mrs M. Cook
Gussage All Saints	Cllr Mrs P. Hill
Crichel	Cllr Mr J. Campbell
	Mr David Buxton

## **Steve Butler Parish Report for May 2018**

### **Budgets.**

The 17/18 Year End financial position has not yet been finalised but the outcome will show no overspend and no use of reserve funds.

The position entering 18/19 is challenging with substantial savings needed across the organisation to achieve the budget. To protect the key and statutory social care services, savings need to be made in other areas. Unlike previous years all savings have already been identified. There are no, in year, savings required to be found.

An additional pressure to the budget will be the funding system which supports provision for students, up to the age of 25, with special educational needs and disabilities (High Needs Block Funding) which will be carrying forward a large deficit into 2018/19.

The change in the financial planning will also be reflected in the reporting approach. Overspends will only be identified if a cost saving is not on track. This will accurately reflect the current financial position.

### **Corporate Parenting.**

The Children and Social Work Act 2017 says that when a child or young person comes into the care of the local authority, the authority becomes their corporate parent. This means that they should:

- act in the best interests, and promote the physical and mental health and wellbeing, of those children and young people
- encourage them to express their views, wishes and feelings, and take them into account, while promoting high aspirations and trying to secure the best outcomes for them
- make sure they have access to services
- make sure that they are safe, with stable home lives, relationships and education or work
- prepare them for adulthood and independent living.

As corporate parents, it's every councillor's responsibility to make sure that the council is meeting these duties towards children in care and care leavers. Every councillor and officer within a council has a responsibility to act for those children and young people as a parent would for their own child.

When you're hearing feedback from, or reports about, children in the council's care, consider:

“What if this were my child? What can we do to put this right?”

The UN Convention on the Rights of the Child states that every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously. Children should be involved in developing their care plans, and provided with advocates to help them do this wherever necessary. Likewise, care leavers need to be integral to the development of their pathway plans. Social Workers make the necessary arrangements for this to happen, and Independent Reviewing Officers should ensure children and young people are listened to, and their views taken seriously.

From May this year DCC will be making changes to the way the Corporate Parenting Board (CPB) operates to bring DCC better in line with the Act. The main changes will be to make sure that 1) We 'listen to the voice of the child' by inviting children in care and their advocates to the Board Meetings and 2) The CPB becomes more 'scrutiny' orientated by asking the difficult questions to seek re-assurance of the health and wellbeing of our children in care.



### **Campaign Against Fly Tipping.**

A new campaign has been launched asking Dorset residents for their help in the fight against fly-tipping.

The Dorset Waste Partnership (DWP) is aiming to inform the public about how they can report illegally dumped rubbish and prevent fly-tipping in the first place. Like most counties, Dorset is subject to persistent fly-tipping and the number of incidences is continuing to increase, following a national trend. On top of the obvious damage to the environment, the clearance of this waste costs the DWP around £150,000 per year. A series of roadshows are happening across the county where DWP officers are talking to local people about what they can do to help stop fly-tipping activity. The campaign will also be promoted in the local press, on radio and across social media.

The 'Tip-Off' campaign focuses on three key areas:

- Report it – Fly-tips can be reported to the DWP online and by phone. Where there is sufficient evidence, we will investigate all reported incidents and attempt to trace and prosecute anyone found to be fly-tipping.
- Make sure you're covered - Rubbish you've handed to someone else is still your legal responsibility until it is correctly disposed of. If someone – such as an unlicensed 'man in a van' – were to fly-tip that waste, you could end up paying a fine or being taken to court.
- Love your Household Recycling Centre (HRC) - Most fly-tips in Dorset consist of household waste that could have been taken to an HRC and disposed of free of charge. There are 11 HRCs across Dorset, open daily, free to visit and do not charge for most items.

Fly-tipping incidents can be reported by visiting [www.dorsetforyou.gov.uk/flytipping](http://www.dorsetforyou.gov.uk/flytipping) or calling 01305 221040.

#### **Social Care.**

We are the first County in the country to use modular housing for Adult Social Care (ASC) needs. The DCC Cabinet has agreed to put forward £1.5M to start the process and we have been working to put together a package with social investors, developers and housing associations to provide a total of 130 units on council owned land in the next two years. We know that over the next five years we will need some 250 new units of housing to keep those who need our support living in the county. Many of these are people who have a physical or learning disability where living in shared accommodation which does not work for them. Some of the units will be used for key workers to support those who need care. Using modular units in this way ASC will have a flexible short term solution that we can move to different sites while the permanent housing is being built.

We continue to work hard with other health organisations and the NHS locally to better integrate our services. The Dorset Care Record, which allows health professionals to access and share patient information online, went 'live' in March. Poole Hospital is piloting the scheme and it will be rolled out across the county in the coming months.

#### **East Dorset Health and Wellbeing Locality Team.**

The folks working in our leisure centres and at Moors Valley have been working in tandem with local GP Surgeries to help improve the health and wellbeing of our residents. Progress so far this year includes:-

- 2 new activities:- Mindfulness Walks and Tai Chi.

- 7 volunteer training courses have been delivered by our team, recruiting more volunteers to lead health walks, health cycle rides and accessible cycling, plus some additional opportunities.
- 26 new volunteers have been trained up.
- Our team have supported over 20 volunteer team meetings.
- 300 volunteer led activities have been delivered.
- 150 instructor led activities have been delivered.
- Over 1,100 hours of volunteer time has been given.
- 200 *completely new people* have participated in at least one activity so far this year, with the programme continuing to support those previously activated.
- A throughput of 4,200 activity spaces have been achieved within the volunteer led activities.
- A throughput of over 1000 activity spaces have been achieved with the instructor led activities.

And a new free volunteer led buggy health walk has just started at West Parley, small numbers initially, but we hope this will grow – this takes the number of weekly health walks to 20.