

**Charminster Parish Council meeting Tuesday 4<sup>th</sup> December 2018  
at Charlton Down Village Hall at 7.00pm**

**Draft Minutes**

**Present:** Mark Simons (Chair) (MS), Carol Matthews (CM) (Vice-Chair), Keith Beeson (KB), Geri Brown (GB), Mandy Edwards (ME), Richard East (RE), Caroline Elliman (CE), Ben Lucas (BL), Gill Reese (GR), Peter White (PW), Sandie Woodrow (SW), Tim Yarker (TY), Iain Young (IY)

**In attendance:** Sarah Davies (Clerk), District Councillor Fred Horsington and 2 members of the public.

2018/173 **Declarations of Interest** – to record declarations of interest in any item on the agenda.  
None.

2018/174 **To consider grant of dispensations**  
None received.

2018/175 **To receive apologies for absence**  
Apologies had been received from County Councillor Jill Haynes

2018/176 **To approve the minutes of the meeting held on 6<sup>th</sup> November 2018**  
CM proposed accepting the minutes of the 6<sup>th</sup> November 2018 as an accurate record. KB seconded. Majority in favour. MS signed and dated the minutes.

2018/177 **Matters arising from the above minutes**  
CM is working on getting a counter on the Parish Council website. She hopes this will be in place in the New Year.

2018/178 **Public Discussion Period**  
MS suspended the meeting at 7.06pm

A Charlton Down resident reported the drains in Charlton Down are full of leaves. The Clerk confirmed she has reported these to Highways.  
The footpath down to Back Lane was discussed. CM reminded those present that the footpath is not a definitive right of way, but she has spoken to the builders who have said they will tidy up the area at the bottom of the footpath once the work on the new house is complete. CM confirmed the section of privet hedge on Poplar Drive has been removed by Meadfleet as it was diseased, and it is hoped this will prevent the disease spreading further.

MS resumed the meeting at 7.15pm

2018/179 **District Councillors Report**  
FH spoke about the Shadow Executive Authority and the Local Plan. He confirmed that when the new Dorset Council commences, the current West Dorset Local Plan will be temporarily adopted whilst a new local plan is produced by 2024.

2018/180 **County Councillors Report**  
None received

2018/181 **Planning Matters**  
WD/D/18/002626 – Land South of Higher Charminster and East of North Street.  
Change of use from agricultural land to public footway. (This is a Parish Council application)  
MS updated members on the progress of the footway application. He explained that further surveys and information have been requested by the planners including a biodiversity survey and more detailed drawings. MS has managed to enlist the help of DCC officers to provide the extra information.

2018/182 **Finance**

a) Financial Statement – MS signed the bank statements.

b) Payments to be agreed.

MS requested that he be reimbursed the sum of £21 for a plan he purchased for the footway planning application. This is in addition to the £251 for the planning application. The Clerk suggested the PC also agree to paying the invoices that will be due in January when the Parish Council do not meet. This would include a possible payment for the biodiversity survey for the Higher Charminster Footpath.

CM proposed accepting the financial statement and payments including the additional payment of £21 as well as additional payments that will be due in January. SW seconded. Majority in favour.

c) Grants/Donations

MS explained the applications for grants received from local organisations had been discussed at the recent F&GP meeting. KB proposed the following list be accepted. CM seconded. All in favour.

<b>Group/Organisation</b>	<b>Proposed Donation</b>
St Mary's First School (Life Education Van)	£500.00
1 <sup>st</sup> Charminster Scout Group (including Beavers & Cubs)	£300.00
Charminster Guides	£200.00
Charminster Brownies	£200.00
Rainbows (subject to application being received)	£200.00
West Dorset Women's Refuge	£200.00
Charlton Down Jellytots	£200.00
<b>Total</b>	<b>£1800.00</b>

d) Budget & Precept

KB explained that the budget and precept for 2019/20 had been discussed at length at the recent F&GP meeting. KB proposed the proposed budget of £41,450 be accepted and the PC apply for a precept for this amount which would be an increase of 4%. CM seconded. All in favour.

e) DAPTC

Subscription invoice not received yet.

TY arrived at 7.35pm and gave his apologies for being late.

2018/183 **Charminster**

a) Future responsibility of Churchyard footpath

MS provided some background information on the footpath built by the Environment Agency that is not a definitive right of way. The footpath needs repairing which the Environment Agency has now agreed to do but subject to the future responsibility being assigned to an organisation such as the PC, the PCC or DCC. MS explained that the PCC did not request the footpath and it is used by the wider Charminster community and DCC will not accept responsibility as it is not a definitive right of way. CM proposed the PC take on responsibility subject to it being put back in to good order by the Environment Agency and subject to the PCC being happy with the arrangement. The Clerk should also enquire about a warranty for the repair works being carried out. IY seconded. Majority in favour.

**Action: Clerk to contact PCC and EA**

b) Community Hall

KB to look at Standing Orders prior to the February meeting to see if they need to be changed to include the Community Hall working party.  
Clerk/MS to contact Wyatt and request disabled access up on to the raised grass area at the back of the hall.

**Action: Clerk/MS to contact Wyatt**

c) Higher Charminster Footpath

Discussed earlier.

- d) 20mph  
TY explained that the costs for the scheme have risen to over £11,000. He will request Mike Potter (DCC) forwards his email to the Clerk and any increase in costs would have to be agreed at a future PC meeting.
- e) Princes Plot  
KB has been working with David Humphries of the Studio School and a schedule of works has been produced with costs involved. KB proposed accepting the schedule and the costs of £1,500 for the first year. PW agreed to become a PC representative along with KB. CM seconded. All in favour.
- f) Charminster Grass Cutting Contract  
Although the clerk had received interest for the tender documents, only one formal quote had been received. Steve Manuel (the current contractor) had quoted £4,100 per year (an increase of £600 to reflect the additional areas included in the contract). This price does not include the Community Hall grass which will be quoted for once complete. CM proposed accepting his quote. SW seconded. All in favour.  
**Action: Clerk to get contract signed**

2018/184 **Charlton Down**

- a) Charlton Down Maintenance Contract  
Only one formal quote had been received and this was from the current contractor. Rolls Landscaping Ltd had quoted the same as the previous contract (£7,092 for the Open Spaces and £5,073 for all the non-open spaces land). CM proposed accepting the quote. KB seconded. All in favour.  
**Action: Clerk to get contract signed**
- b) Orchard Pruning  
CM proposed accepting the quote of £800 from Bowditch Tree Surgeons for the orchard pruning along with a further £200 to purchase replacement trees. ME seconded. All in favour.  
**Action: Clerk to instruct contractor**

2018/185 **Matters of Information and Interest and items for next agenda**

The Clerk informed the meeting that Rolls Landscaping has offered a free Christmas tree removal service in Charlton Down where he will collect real trees that people leave for him outside their homes and chip them in the Orchard and add the chippings to store. Members agreed this was a good idea.

**Action: Clerk to advertise**

Members discussed the invitation from Turner Associates to attend a site visit at its proposed location for a community hub. All agreed this was not necessary and the Clerk should politely decline the invitation.

**Action: Clerk to contact Turner Associates**

Members were reminded that the North Ward are organising Carols by Candlelight on Saturday 15<sup>th</sup> December at 4.30pm at the Pavilion. Refreshments will be served afterwards.

2018/186 **Date of next meeting – 5<sup>th</sup> February 2019 at Charminster Village Hall.**

The meeting closed at 8.10pm