

# Charminster Parish Council

## Minutes of the meeting held on Tuesday 4<sup>th</sup> July 2023 at Charlton Down Village Hall at 7pm

### Present:

Mark Simons (MS) (Chair)  
Carol Matthews (CM) Vice Chair  
Peter Dangerfield (PD)  
Alan Rolls (AR)  
Oliver Greenaway (OG)

Sue Frazer (SF)  
Louisa Swabey-Payne (LSP)  
Tim Yarker (TY)  
Richard East (RE)  
Keith Beeson (KB)

**In attendance:** Michele Harding (Clerk) Cllr David Taylor (Dorset Council Ward member) and 7 members of the public

**23/07-01. Welcome and Chairman's address.**

The Chair welcomed all to the meeting including the Dorset Ward Councillor David Taylor and speaker Neil Wedge from DAPTC.

**23/07-02. To receive apologies for absence**

Apologies had been received from Jill Jackson and Richard Wareham.

**23/07-03. To receive declarations of interest or consider any grants of dispensation – none.**

**23/07-04. To approve the minutes of the PC meeting held on 6<sup>th</sup> June 2023 and sign the same.**

Minutes were approved as an accurate record of the meeting and signed.

Proposed PD      Seconded AR. Agreed by all who attended the meeting.

**23/07-05. To receive matters arising from the above minutes (for information only).**

KB commented on item 12 as he is of the opinion that the PC have made a decision against the financial regulations in considering projects in excess of £2500 and the PC had been wrongly advised. He asked that the PC re look at the decision and if not, KB would be reporting the PC.

MS reported that following the last meeting a report had been provided by the Clerk on the processes followed to consider the Pond project, all Cllrs had been asked to comment. The conclusion was the PC had made a reasonable decision and other projects in excess of £2500 had been agreed in the same way. The Cllrs debated this item.

TY asked KB if he wished to table a motion to consider if the PC should reconsider the decision in support of the Pond project and start the process again, this was seconded by TY. Votes 3 For, 5 against, motion not carried, so the Pond project will proceed and there will be no more discussion on the topic. KB noted he would be reporting the PC.

**23/07-06. To receive a presentation and consider the benefits of DAPTC membership (DAPTC CEO)**

Neil Wedge CEO for the DAPTC gave a presentation to the meeting on the support training and information DAPTC can offer as part of membership. He reported on where the DAPTC have come from and how it has improved over the years since CPC was last a member. Cllrs asked about the relationship between DAPTC and DC with communications and not repeating information. Neil replied that he is contact with the DC comms team to try to keep duplication to a minimum, but DC do ask DAPTC to share information with PCs at times. KB commented that when this was considered previously the Clerk at that time had reported that the support was not good enough. Neil explained that he was actually a Clerk himself prior to becoming CEO in 2019 and that they have come a long way in the last few years. There is now a weekly email newsletter with information for Clerks and Councillors, this gives a breakdown of information events and support, without trying to overload the Clerk with emails. Cllrs can sign up directly to the emails.

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PD asked the Clerk for her opinion on support from the DAPTC with her other parishes. She explained that the support she has received in her other parishes has been invaluable to her and the Councillors, from support, information, training, and seminars with the opportunity to network with other Clerks.

Neil explained about the working together webinars with Dorset Council, recent topics were 20mph speed limits, libraries, and digital champions, the DAPTC are still trying to arrange some with the planning department.

Neil responded to Cllrs questions that 98% of Parish and Towns are members, only 4 parishes are not out of approx. 160 parishes. The cost of membership for the remainder of the year would be £462.17 but annually it would be £881.89 (this is based on the number of electors) this includes access to NALC (National Association of Local Council's).

Neil was thanked for his presentation and Cllrs then moved to consider the membership.

TY proposed to defer this until the next PC meeting in September seconded by RE, Cllrs voted in favour of this motion by a majority.

### **23/07-07. Public Discussion Period-** MS suspended the formal part of the meeting for public participation.

A resident asked the PC if a defibrillator could be sited on the Community Hall. It is hoped this will be funded by Wyatt Homes. There would need to be an electric supply, cabinet, and funds to purchase pads and batteries over time. This would be discussed further in the meeting.

Members of the CDAA attended the meeting to speak on issues that has been raised by the previous committee members regarding a complaint against one allotment holder and their behaviour towards other allotment holders. Since the incidents most of the CDAA have left the committee. The new committee members asked for support from the PC as the landlord, it was explained that the PC in setting out the rules and agreement passed responsibility to the Allotment Association, but the PC noted there are issues at present.

*The rules state: 4.5 No bullying, intimidation or harassment will be tolerated by any member of the society. Each member shall be treated with respect and dignity. Any allegations will be taken very seriously and investigated and if anyone is found to be bullying or displaying intimidating behaviour or found to be harassing other members their membership will be terminated with immediate effect and they will be asked to leave. No rental or membership refund will be offered.*

The PC would offer a letter of support to the CDAA in their decisions on this issue if requested.

TY proposed that the CDAA writes to the PC with a request of what is required from the PC along with information on the complaint.

Proposed TY          Seconded PD          7 For, 2 abstentions and 1 against

### **23/07-08. Raising Council awareness**

MS asked what positive steps the PC could do to raise awareness, KB suggested that Cllrs write a piece for the Pilot on PC matters, projects or assets, PD offered to write a piece on Millers Orchard for the September edition, KB will write a piece on Princes Plot for October and LSP will write a piece on being a Cllr for November. All agreed.

### **23/07-09. To receive a report on the funding of the Pilot magazine and consider a new rep.**

TY reported that the costs of the Pilot magazine printing has gone up 41% and the committee are looking into ways to manage this increase. A second quote had been gathered from a Dorchester Printers which would be of a different size and format, and they would take on more of the work.

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The options being considered could be to have a lower printing quality with less glossy pictures and this would be at the cost of the current printing contract, or to reduce the number of editions from 12 to 10 per year. There is no change until Jan 24, but TY asked for feedback from the PC for consideration. Cllrs agreed the magazine is very important especially as it goes to every household and a benefit to those who do not use computers or the internet.

After much discussion RE proposed 10 issues per year missing January and August to keep the magazine going, this was seconded by PD. 6 For 2 Against 1 abstention.

TY is chair and advertising manager, and he is looking to step down from the advertising role give the time and skills now required and asked for a volunteer. PD offered to take on this role. Proposed KB                      Seconded AR                      All agreed.

### **23/07-010. To consider any Planning Matters**

- i. P/FUL/2023/03239 Proposal: Dropped kerb for 19 & 20 Herrison Road Location: 19/20 Herrison Road-  
*No objections raised. Proposed CM    Seconded RE    all agreed.*
- ii. P/PAAC/2023/03292 Proposal: Change of use and conversion of agricultural building into 1 No. dwelling. Location: Hintock Farm, Wolfeton Eweleaze Road-  
*The PC discussed the proposal and objected strongly based on visual intrusion in the open countryside. Proposed TY    Seconded CM    All agreed.*
- iii. P/HOU/2023/03268 Proposal: Erect garage, store, and home office Location: Millmartin House 9 Mill Lane.  
*Cllrs discussed this application and raised objections on the proposal for the following reasons: The development is in a Conservation area, outside the DDB, its proximity to several listed buildings, the effect on neighbouring properties, design, and Flood risk. It was also noted that the area of land adjacent, in a previous application by the applicant has been sprayed off and there are concerns for a tree in this location which should be protected. Proposed PD                      Seconded RE                      All agreed.*
- iv. WD/D/20/003259 Proposal: AMENDED PLANS Erection of 30 dwellings (REDUCED FROM 41), associated highways work, landscaping, public open space, and associated infrastructure. Location: Land North of Wanchard Lane.  
*The PC continues to object to this application and will reiterate the objections made but will add the issues raised in the recent dismissal of appeal for the Land at South of Westleaze as part of the objection.*  
*Proposed PD                      Seconded TY                      All agreed.*

Cllr David Taylor reported on the proposals for the North of Dorchester as this is being discussed again. No further updates from Dorset Council.

### **23/07-011. To note planning appeals**

APP/D1265/W/22/3299906- Appeal dismissed for Land off Herrison Road, Charlton Down  
APP/D1265/W/22/3291668- Appeal dismissed for land South of Westleaze Charminster

### **23/07-012. Council Property**

#### **i. To consider the request to use a metal detector on PC land.**

The PC discussed the request and felt that there was enough private/farmland in the area for metal detectorists to gain permission, so declined the request.

Proposed PD                      Seconded RE                      approved with 2 abstentions.

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**ii. To consider the agreement with the CFAA and update on Charminster farm Allotments**

The solicitor has been engaged and costs are to be met by Wyatt Homes, the handover has been moved to the 13<sup>th</sup> July. The agreement had been prepared using a template from a Town Council and a meeting with the CFAA to consider the agreement had taken place the morning of the meeting. The PC agreed that any further adaptations to the agreement to be carried out with the chair and clerk for the handover. Proposed RE                      Seconded AR                      all agreed.

**iii. To consider the request for a defibrillator for the Community Hall.**

The PC agreed in principle to locating a defib on the side of the community hall dependant on funding and ongoing maintenance. Clerk to contact the resident and gather more information.

Proposed KB                      Seconded OG                      all agreed.

**23/07-013. Finance**

**i. To ratify the AGAR 2023 to include recommendations by the external auditor from 2021-2022**

When loading data onto the new accounting software some errors came to light on the previous AGAR forms and the listing of assets, the Clerk had amended and restated the original AGAR form for 2023 these were initialled by MS and the Clerk.

Proposed CM                      Seconded AR                      all agreed.

**ii. To approve all payments due and those paid since the last meeting.**

A report of payments due and paid since the last meeting in line with internal controls was circulated.

Proposed AR                      Seconded OG                      All agreed. PD noted that the picnic tables are excellent.

**iii. To receive monthly finance reports 2023**

The Clerk had circulated a summary of receipts and payments year to date, a list of reserves and a budget report from the new accounting software. KB commented that he liked the new reports. MS reported that he had checked the bank statements with the bank rec and reports. Bank rec as of 30<sup>th</sup> June 2023 £349,711.57

**iv. To request the F & GP review the PC Financial Regulations, particularly in regard to orders for work, goods, and services.**

This was agreed and a date will be agreed prior to the Sep meeting.

Proposed CM                      Seconded LSP                      agreed

**v. To consider banking investment opportunities**

The current fixed term bond is to mature at the end of July, this will be left with the Clerk in discussions with the Chair to investigate and reinvest according to financial regs.

**vi. To consider continuing the use of the community Hall for St Marys children's clubs**

This was agreed and funded as before. Proposed CM                      Seconded LSP                      all agreed.

**vii. To consider PPE yellow vests for Cllrs and Clerk**

Following a comment at the last meeting regarding inspections in public areas for safeguarding purposes and where pictures may be required it was agreed to purchase vests for Cllrs to wear whilst carrying out duties. The vests will be printed with Charminster Parish Council printed on the back, a more subtle colour possibly blue was suggested, OG asked that the PC use a local printer.

Proposed OG                      Seconded CM                      all agreed.

**23/07-014. To receive an updated on the Charminster movement strategy Survey**

The consultancy company results from the survey carried out nearly a year ago. More information is required in order to consider options for the village. Cllrs were disappointed

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by the report and had expected some recommendations given the cost of the work. MS to go back to the company to provide more information for the September meeting.

**23/07-015. To consider the issues of light pollution at Poundbury**

TY reported on the light pollution coming from the Tower at Poundbury and its effect on Charminster. The PC had written some time ago to the Duchy about this and the lighting had been turned down, it was agreed raise this issue again.

Proposed TY                      Seconded RE                      all agreed.

**23/07-016. Matters for information and Interest-**

SF commented on the asset inspection forms and looking at what has not been done from previous inspections specifically the entrance to the nature area, it was noted that any issues need to be followed up for actions and not just reported.

**23/07-017. To confirm the date and items for the next meeting on 5<sup>th</sup> September 2023 at Charminster (No August meeting)**

DAPTC membership, Defibrillator for Community Hall, The Pilot, updated financial regulations, Charminster Movement Strategy update, play inspection comments.

There being no further business MS closed the meeting at 20.48.

Mrs Harding also left the meeting for the next item.

**23/07-018. To consider moving to closed session to consider the appointment of the Clerk.**

Following the interview with Mrs Harding carried out by MS, CM and LSP. The recommendation to the full Council to employ Mrs Harding as Clerk was approved. Details of the contract of employment are confidential.

Proposed CM                      Seconded PD                      unanimously agreed.

Mrs Harding returned to the meeting and accepted the position of Clerk/RFO.