

**Minutes of the Webex Virtual ANNUAL GENERAL Meeting of Knowlton Parish Council
5th May 2021 7:30pm**

Item							
21	<p>Election of Chairman for 2021-2022</p> <p>It was RESOLVED UNANIMOUSLY to appoint Cllr Jerry Laker as Chairman for the forthcoming year.</p>						
22	<p>Election of Vice Chairman for 2021-2022</p> <p>It was RESOLVED UNANIMOUSLY to appoint Cllr Morgan Antell as Vice Chairman for the forthcoming year.</p>						
23	<p>Declaration of Acceptance of Office</p> <p>The Chairman & Vice Chairman will sign the Declaration of Acceptance of Office for the forthcoming year.</p>						
24	<p>Attendance & Apologies</p> <p>Cllr Morgan Antell (Vice Chairman) Cllr Caroline Barnes Cllr Trevor Brown Cllr Steve Butler Cllr John Hayes Cllr Jerry Laker (Chairman) Mrs Lisa Goodwin (Clerk)</p> <p>Apologies received from:</p> <p>Cllr Anthony (Sam) Keet Cllr Robin Cook – Dorset Councillor Stour & Allen Vale Ward (Horton & Chalbury) Cllr David Tooke – Dorset Councillor Cranborne & Alderholt Ward (Woodlands & Wimborne St Giles) A vacancy has arisen for Woodlands as Cllr Linda Stocks has unfortunately been unable to attend meetings of the parish council for 6 months. The Clerk has published the notice of vacancy.</p> <p>Public – none present.</p>						
25	<p>Appointment of Representatives for the forthcoming year</p> <table border="0" data-bbox="236 1574 1085 1664"> <tr> <td>DAPTC (SB & JL)</td> <td>Emergency Planning (AFK/JL/MA/SB)</td> </tr> <tr> <td>Staffing Committee (MA/AFK/TB)</td> <td>Horton & Chalbury Village Hall (JH)</td> </tr> <tr> <td>Rights of Way Officer (JL)</td> <td>Tree Officer (MA)</td> </tr> </table> <p>End of AGM Business</p>	DAPTC (SB & JL)	Emergency Planning (AFK/JL/MA/SB)	Staffing Committee (MA/AFK/TB)	Horton & Chalbury Village Hall (JH)	Rights of Way Officer (JL)	Tree Officer (MA)
DAPTC (SB & JL)	Emergency Planning (AFK/JL/MA/SB)						
Staffing Committee (MA/AFK/TB)	Horton & Chalbury Village Hall (JH)						
Rights of Way Officer (JL)	Tree Officer (MA)						
26	<p>Vacancy for HORTON & Vacancy for WOODLANDS by co-option</p> <p>No applications received.</p>						
27	<p>Declarations of Interest & Grants for Dispensation</p> <p>None received.</p>						

28	<p>Public Open Session</p> <p>No representations.</p>
29	<p>Confirm the minutes of the meeting held 7th April 2021</p> <p>The minutes, having been circulated to members prior to the meeting were confirmed as a true record and will be signed by the Chairman.</p>
30	<p>Dorset Councillors Reports</p> <p><u>Cllr Robin Cook – Dorset Councillor Stour & Allen Vale Ward (Horton & Chalbury)</u> Please see Appendix A of these minutes.</p> <p><u>Cllr David Tooke – Dorset Councillor Cranborne & Alderholt Ward (Woodlands & Wimborne St Giles)</u> No report this month.</p>
31	<p>Correspondence – circulated by email prior to the meeting</p> <ul style="list-style-type: none"> • The Dorset Lengthsman – services to Parish and Town Councils in relation to maintenance of highways, footpaths and deployment of Speed Indicator Devices. <i>Clerk to make inquiry regarding appropriate insurance and safety with a view to possibly supply a quotation to litter pick the C2 from Horton to Three Legged Cross.</i> • Invitation from DAPTC to respond to a call for evidence by MHCLG to enable Town & Parish Councils to have the option to continue to hold meetings virtually as legislation currently does not allow from May 7th 2021. <i>Members can respond individually.</i> • Premises Licence Application for the Remedy Oak Brewing Company, Woodlands, BH21 8ND. Representations can be made to Dorset Council until 12 May 2021. <i>Noted.</i> • Wessex Flood Warden Newsletter Spring 2021 circulated for member’s information. <i>Noted.</i> • Introduction letter received from the newly appointed High Sheriff of Dorset, Michael Dooley who is keen to search out, thank and support unsung heroes within our community. <i>Noted.</i> • Dorset Community Foundation have launched their ‘Dorset in the Pandemic’ Report detailing their response to the pandemic including the Dorset Community Fund which supported 220 local groups with grants totalling over £1m. The report can be found at www.dorsetcommunityfoundation.org/about/reports-and-publications/ <i>Noted.</i> • Letter of thanks received from the East Dorset & Purbeck Citizens Advice for the recent donation by the Parish Council of £300 to support the service to residents. <i>Noted.</i>
32	<p>Planning Applications & Matters</p> <p>3/21/0620/FUL Location: ST GILES HOUSE, WIMBORNE ST GILES, BH21 5NA Proposal: Temporary use of part of the parkland at St Giles House as a Cloud Nine luxury glamping venue for an eight week period in the years 2021 and 2022. Members resolved unanimously to SUPPORT the proposal which encourages tourism to the area and provides local employment.</p> <p>3/21/0241/CONDR Location: ROMFORD EAST FARM, ROMFORD, VERWOOD, BH31 7LE Proposal: Application to vary Condition 6 of approved P/A 3/20/0196/FUL (Proposed additions/alterations to approved traditional barn conversion to C3 dwelling house (revised scheme to planning approval No (3/19/0183/FUL)) to revise positioning of two number ground floor windows as per amended drawing nos RB/004A ad RB/005A. Members resolved unanimously to respond with NO OBJECTION to the proposal.</p>

	<p>3/20/2221/LB Location: HORTON TOWER, CHALBURY COMMON ROAD, HORTON, BH21 7EP Proposal: Repairs, replacement, reinstatement, relaying and repointing works. Installation of independent lighting conductor. Overlay of clear polycarbonate UV stable 'glass' to prevent further damage.</p> <p>Members resolved unanimously to SUPPORT the proposal which helps to improve local communications and sustain the historic tower.</p>
33	<p>Highways Matters</p> <ul style="list-style-type: none"> • Other Highway matters listed in Actions List below.
34	<p>Rights of Way/Open Spaces</p> <ul style="list-style-type: none"> • Report received of a horse tethered on the green area beside the phone box, Church Hill, Woodlands. Dorset Council do not own this area, Clerk to make inquiries as to who the Landowner is. • Rights of Way matters awaiting action listed in 'Actions List' below.
35	<p>Burgess Field Play Area, Woodlands – Inspections</p> <p>Members considered the weekly visual play inspection sheets. No new actions identified.</p> <p>Members were able to consider the breakdown of the quotation from AVA Recreation @ £2378.80 + VAT for play equipment in need of maintenance.</p> <p>Members considered alternative quotation from Elite Playground Inspections @ £318.00 + VAT plus additional work to replace the Lapsett Spring Dog @ £575.00 + VAT and resolved unanimously to accept this quotation. Members also agreed to pay for the Lapsett Spring Dog in advance as requested by the contractor.</p> <p>Members also considered the quotation from Elite to complete the quarterly inspections @ £44.00 + VAT and resolved unanimously to change to this company as better value and service.</p>
36	<p>Tree Matters</p> <p>None.</p>
37	<p>Wimborne St Giles Neighbourhood Plan</p> <p>A meeting will be held shortly with the landowner and an Open Day in Wimborne St Giles is planned for mid-June for local residents to explain and encourage participation in the production of the Plan.</p> <p>A copy of the neighbourhood area application, together with details of how to make comments can be found at https://www.dorsetcouncil.gov.uk/neighbourhood-area</p>
38	<p>Actions List</p>
Sept 18	<p>E59/22 Report missing fingerpost at footpath by Haythorne Nurseries. MNT42137 Feb 2019: DCC has written to Landowners. Aug 2019 – recent correspondence with DCC forward to Cllr David Tooke. Oct 2019 –TB to monitor. Jan 20: Clerk to report fingerpost still missing and not sure if access is clear along this path. <i>Feb 21 Ranger has confirmed the way-marker will be done (priority 6)</i></p>
	<p>E59/17 Slough House, obstruction and bridge. Feb 19, DCC have written to landowner to restore definitive route and install new bridge. July 2019 update received. DC Definitive Map Officer has advised it would be at least 2 years before they can investigate and potentially make an order if the path meets criteria. Clerk to ask Green Spaces Team for an update and whether a diversion order would be a good solution.</p> <p>Feb 2020 – Dorset Council has corresponded with the Landowner and agreed the Landowner can mark a permissive path and apply for a diversion order. Dorset Council accepts responsibility for a bridge on the</p>

	<p>definitive route, Clerk to request this is actioned shortly.</p> <p>March 2020 – Now routes established, Clerk to ask why Dorset Council cannot proceed and install bridge.</p> <p>April 2020: new bridge installed on permissive route. Clerk has reported unsafe stile MNT46943. Now planning permission has been granted for this property, it is expected there may be some changes in arrangements regarding route.</p> <p>July 2020: Cllr Trevor Brown has been corresponding with Dorset Council as the permissive route around the boundary has not been approved by Dorset Council and waymarkers have been moved off the definitive route. Cllr Brown suggests that Dorset Council should still install a bridge on the definitive route by the concrete slab.</p> <p>Sept 2020: Landowner has a 21 day closure on the path to allow construction of animal houses. Members agreed to write to Dorset Council regarding the importance of reinstating the bridge on definitive route and that the proposed diversion route of this path by the landowner is not satisfactory due to the rising spring.</p> <p>Oct 2020: Dorset Council awaiting quotations for bridge. Temporary Closure extended to allow building works from 8th October for 26 weeks. Members unhappy with extended closure and the necessity for it to be closed at all. Requested that Cllr David Tooke inquires if Dorset Council has checked the validity of this application.</p> <p>Nov 2020: Cllr David Tooke reported that the matter of the closure is in hand with Dorset Council.</p> <p>Dorset Council has received quotations of approx. £4500 to install a bridge on the definitive route and ask the PC to consider making a contribution. Members agreed to consider this once the definitive route is fully accessible. Dorset Council Ranger is continuing to monitor the access but satisfied at present all is in order as agreed with the Landowner. Dec 2020: Members discussed supporting financially the construction of a footbridge by DC which would enable the completion of the definitive route of the footpath across the drain. Contribution of £2000 agreed under financial matters. Clerk to inform DC of agreed contribution (confirmed).</p> <p>Jan 20: permissive route very muddy, water very high in drain, no hand rails on bridge on this route. Cllr David Tooke will request update from DC Ranger on this closure which has now been 6 months Feb 21: DT will inquire if the definitive path can be re-opened as the proposed works have not begun. March 21: Dorset Council advises funding has been allocated for next financial year, subject to confirmation. April 21: Dorset Council has written to the Landowner advising the definitive line of the footpath needs to be available for use if there is no immediate requirement for closure, the permissive route can also be made available for use if the landowner chooses to provide it. DC is also looking to install the footbridge asap.</p> <p>May 21: Dorset Council have come to an agreement with the Landowner regarding access during works.</p>
July 19	<p>E59/15 Horse safe path needs extending on incline as tarmac not safe for horse. <i>Clerk to chase up with Dorset Council.</i> MNT41120 Dorset Council met with Landowner March 3rd and have agreed actions to resurface where necessary and place appropriate signage for horse riders. July 2020: No resurfacing or signage. October 2020 Dorset Council has quote for resurfacing works and is awaiting approval to proceed. Jan 20: Cllr David Tooke will chase up progress. Feb 21: DC advise the cost is £2000 to lay tar and chip on the crossing points. March 21: Dorset Council advises funding is hoped to be allocated out of 2021/22 maintenance budget.</p>
Nov 20	<p>E59/7 Woodlands off Jubilee Hill behind houses is waterlogged all year round, suspected sewerage. Cllr MA to investigate further, take photo evidence and report to Dorset Council. Public Health visited but too wet from rainfall to establish source of contamination. Officers will visit again in Summer. Clerk to report to Rights of Way for inspection. MNT50385</p>
Dec 20	<p>E57/5 Maldry Wood, rotten bridge reported to Dorset Council. MNT50359 (priority 3) May 21: <i>Clerk to chase up with DC.</i></p>
	<p>Church Hill, Woodlands, poor road surface. Clerk to report again, still needs repairing. 1165812 Scheduled for repair 08 April 2021.</p>
39	<p>Financial Matters</p> <p>Members considered the Accounts for y/e 31 March 2021:</p> <ul style="list-style-type: none"> • Members reviewed Spend against Budget. • Members received and noted the Internal Audit Report. • Members completed and approved the Annual Governance Statement. • Members approved the Accounting Statement. • Members approved the Certificate of Exemption from a limited assurance review as neither gross income nor expenditure exceeded £25,000. • Members resolved unanimously to proceed with insurance renewal with Came & Company from 1st June 2021 @ £510.81 • Members resolved unanimously not to purchase a ‘Tommy’ figure to commemorate VE Day @ £200.00 but to make a donation to the Royal British Legion instead. • Members resolved unanimously to pay items below including Clerk’s Salary: none.

40	Information for Report Only None.
	Next Meeting – <u>Wednesday 23rd June 2021</u> at 7:30pm in Horton & Chalbury Village Hall

Meeting closed at 20:21

These minutes are to be signed by the Chairman after approval at the next meeting of the Parish Council.

Signed;..... 30th June 2021

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Appendix A

Cllr Robin Cook – Dorset Councillor Stour & Allen Vale Ward (Horton & Chalbury)

My congratulations to the incoming chairman for the 2021/22 year

COVID-19 update

Case rates across the Dorset Council and Bournemouth, Christchurch and Poole Council areas remained stable again last week. The rates for both areas are similar to the South West average and around half of the England average. The number of people in Dorset hospitals with COVID-19 has remained in single figures over the past few weeks, and we have seen very low numbers of COVID-related deaths reported in our area.

Support from Dorset Council will remain in place for anyone who has been shielding and needs some extra help, as well as for anyone needing to self-isolate. Help with things like grocery shopping, travelling to vaccination appointments, or even dog walking can be requested online or by calling the Dorset Together helpline 01305 221000. Help is also available if you are experiencing financial difficulties or feeling stressed or worried due to COVID-19. Visit

www.dorsetcouncil/reaching-out or call Dorset Citizens Advice on 0800 144 8848.

Dorset Council annual meeting

This was held last evening (4th May) in order to get ahead of the 7th May deadline set by central government, after which decisions made at virtual meetings would not be valid. Many other towns and parishes are also doing exactly that this week, indeed I have six in my ward with the inevitable clashes of timings.

Cllr Val Potheary was elected Chairman of the Council, with Cllr Mike Parkes as Vice-Chairman.

Cllr Spencer Flower was re-elected as Leader of the Council, with Cllr Peter Wharfe as Deputy Leader.

The main business of the evening was for members to decide the way forward for holding meetings after 7th May until the (hopefully) lifting of restrictions on 21st June. The authority currently does not have a venue large enough that could accommodate the majority of its meetings whilst maintaining social distancing. The recommendation was made to carry on virtual meetings until at least the June date, with 'minded to' decisions by Councillors. An extract of the recommendation is below.

'all council meetings that are not executive in nature should continue to be held virtually from 7 May until such time as social distancing requirements are removed (currently scheduled to be lifted on 21 June 2021), with committee members expressing a 'minded to' decision in respect of recommendations set out in officer reports.

That as a temporary change to the scheme of delegation the Chief Executive, appropriate Executive Director, Corporate Director, Head of Service or Service Manager be authorised to exercise delegated powers to make non-executive decisions in the light of 'minded to' decisions expressed by members in the virtual meetings.

That the Leader should be asked to agree that the Cabinet continue to meet virtually (until such time as social distancing requirements are removed) with decisions to be made by the relevant portfolio holder in the light of views expressed by the wider Cabinet.

Members voted overwhelmingly in favour of the recommendations together with an amendment that Dorset Council will lobby central government strongly to reintroduce legislation to allow virtual meetings to continue, possibly in a hybrid format.

New fund launched

The new Community and Culture Project Fund was launched on 30th April to help kick start new activities and projects supporting disadvantaged, marginalised or under served groups in Dorset, including those affected by the COVID crisis. Charities, parish councils, constituted community groups and cultural organisations can apply for sums between £1,000 and £5,000 to support projects that will make a social impact, improve access to high quality cultural activities and align with the Dorset Council Plan.

Applicants will need to meet the council's new eligibility criteria which requires:

- projects must be delivered in the Dorset Council area
- applicants must be able to raise at least 20 percent of the total project costs
- applicants must be able to complete their project within 12 months

Applications can only be submitted online and must be completed by Friday 11th June. Follow this link

[Start your application to the community and culture project fund today.](#)

Cllr Robin Cook

5th May 2021