

Minutes of the Webex Virtual Meeting of Knowlton Parish Council
27th May 2020 7:30pm

| Item | | Action By |
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| 01 | <p>Attendance & Apologies</p> <p>Cllr Caroline Barnes Cllr Trevor Brown Cllr Steve Butler Cllr Jerry Laker (Chairman) Cllr Spencer Planton Cllr Robin Cook – Dorset Councillor Stour & Allen Vale Ward (Horton & Chalbury) Cllr David Tooke – Dorset Councillor Cranborne & Alderholt Ward (Woodlands & Wimborne St Giles) Mrs Lisa Goodwin (Clerk)</p> <p>Apologies received from:</p> <p>Cllr Morgan Antell (Vice Chairman) Cllr John Hayes Cllr Anthony Keet Cllr Anthony (Sam) Keet Cllr Linda Stocks</p> <p>Public – 1 present</p> | |
| 02 | <p>Declarations of Interest & Grants for Dispensation</p> <p>None received.</p> | |
| 03 | <p>Public Open Session</p> <p>A resident of Horton was present to express concern about the impact of the proposed site licence application for Meadow View Caravan Park and 517 mobile homes on both the character of the village and increased traffic.</p> <p><i>The member of public left the meeting.</i></p> | |
| 04 | <p>Confirm the minutes of the meeting held 4th March 2020</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> | |
| 05 | <p>Dorset Councillors Reports</p> <p><u>Cllr Robin Cook – Dorset Councillor Stour & Allen Vale Ward (Horton & Chalbury)</u></p> <p><u>COVID-19 Financial update</u></p> <p>The full financial impact of the COVID-19 outbreak on Dorset Council is still being analysed while the emergency response is ongoing. There will be a significant impact from the suspension of income generating services, additional expenditure incurred, and planned transformation savings not achieved. These will require mitigation during 2020/21 and beyond once the full compensation package from central government is known.</p> <p>At this point in the year we are estimating an over spend of £53 million. To date we have received just over £10 million from government with a promise of a further similar amount. This would mean we would still have to find about £32 million, with usable reserves of around £28 million you can immediately see the difficulty we face if we do not receive further help.</p> <p>A report about the council's current position around COVID was presented to the cabinet meeting on 5th May and this is the link. A very comprehensive document, well worth a read.</p> <p>https://moderngov.dorsetcouncil.gov.uk/documents/g231/Public%20reports%20pack%2005th-May-2020%2010.00%20Dorset%20Council%20-%20Cabinet.pdf?T=10#%5B%7B%22num%22%3A161%2C%22gen%22%3A0%7D%2C%7B%22name%22%3A%22Fit%22%7D%5D</p> | |

Council meetings

Virtual meetings have commenced using Microsoft Teams – the only platform we can use on our council devices, because of security issues with others. The first cabinet was on 5th May while planning meetings have also been held including the Eastern Area on May 12th the next is 3rd June and details how to join these can be found on the agendas as and when they are published on 'Dorset For You' so that members of the public can follow them 'live', while recorded versions are available subsequently.

Planning and the impact of COVID-19

The major change is that nearly all Planning Officers and support staff are working from home in line with the Government's instructions. However, they are contactable via phone, email and many of them have skype facilities.

We would, though, ask for a degree of patience and understanding if you are struggling to get hold of particular individuals we have a number of staff with caring responsibilities, whether this is children or vulnerable family members, and some are vulnerable categories themselves. This may affect how much time they can spend working and some are having to work different hours to fit with their responsibilities.

The government is keen that we continue to deliver a planning service...and so are we, in the interests of managing the impact of Covid-19 on the economy. Where there are practical difficulties (such as being able to visit sites) we are making good use of technology, such as Google Earth, asking applicants to email photographs or put up site notices themselves where they are to do so safely, and holding skype meetings. This is a practical solution to help us continue working on applications including trees and listed buildings but in some cases we will have to delay decisions.

For example situations where there is a statutory requirement to put up a site notice and it is not possible to do so, or where the complexity of the site or application requires a detailed on site assessment which cannot be carried out at this time. This means that some decisions may need to be delayed in line with Government guidance. We are keeping abreast of all updates and guidance from the Planning Advisory Service and the Planning Inspectorate.

I have been asked if all planning decisions are now going to be made by Officers through delegated powers as committees are not sitting. I can categorically state that as was agreed by all members when adopting the Dorset Council constitution all applications which activate the trigger points for it to go before an Area Planning Committee, it will still do so. Dorset Council receives more than 5000 Planning applications a year which as you know is why the majority are dealt with through Delegated Powers.

If there is a genuine reason, based on Material Planning Considerations for an application to go before Committee it will.

HWRC's

As you are now probably aware, Household Waste and Recycling centres in Dorset, with the exception of Sherborne which reopened on 3rd June, started operating from Monday 11th May. This was announced at very short notice and much preparation was done in a speedy manner to ensure all the necessary safety measures were in place.

If you are asked by a resident please could you remind them that it is for essential waste only and not waste you can reasonably store on your premises.

After some initial queuing first thing the flow of visitors appears to have fallen to around normal levels. Neighbouring authorities also opened at the same time to ensure consistency of approach.

Country Parks

Dorset Council country parks including Moors Valley and Avon Heath opened from Tuesday 26th May. Limited facilities are available.

Contact with Town and Parish Councils

- Email updates several times a week to all town and parish councils
- Matt Prosser, Chief Executive; John Sellgren, Executive Director for Place and Theresa Leavy, Executive Director for Children meet virtually with the clerks of the larger town & parish councils and Dorset Association of Parish and Town council (DAPTC) every fortnight.

Cllr Robin Cook

cllrrobin.cook@dorsetcouncil.gov.uk

27th May 2020

07968 265897

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| | <p><u>Cllr David Tooke – Dorset Councillor Cranborne & Alderholt Ward (Woodlands & Wimborne St Giles)</u></p> <p>Most of the Council’s work is being driven by the response to the current Covid-19 pandemic. The Council has not furloughed any staff, and around 2,500 employees are now working from home – other than refuse, roads etc. The IT team has been extremely busy setting up all these home workers. Many of the staff are being deployed outside their normal jobs to assist with issues directly caused by the pandemic. The Council has suspended all physical Council and Committee meetings due to social distancing requirements. The new legislation brought out by the government has now allowed virtual meetings to be held remotely – with requirements that the public are able to observe live. However, the Council has been very slow to use this new ability, Cabinet on 5th May was the first proper meeting – although we have had 4 webinars over 4 weeks, where Councillors can listen to information from Portfolio holders, and hear responses to previously submitted questions. Other than Cabinet, then only a few Planning Committee meetings are to be held and two of the Executive Advisory Panels will go ahead, the Climate Change Panel, and the Local Plan Panel. I understand only one of the Scrutiny Committees will be held. All of these will use MS Teams and be remote meetings. Several of us on the Lib Dem Group have asked why we can’t do more with remote meetings, but we don’t seem to be getting very far – Senior Leadership team feel it’s too hard to do effectively – so we are being run mainly by the delegation rules, which means that officers and Cabinet are pretty much running the show. The response to Covid-19 has imposed a huge financial burden on the Council. Income is very much reduced – e.g. Car Parks are empty, fees and charges are reduced – and expenditure is very much increased. The Council produced a balanced budget of £304 million for this FY, but the targets within that for savings will not be met. Indeed the forecast is for additional costs of around £53.6 Million – there has been Government Aid from the two tranches of support of £1.6 Billion each – Dorset Council’s share of this was £10.6 million and £10.4 million respectively. Without further Government funding this will lead to a shortfall of £32.6 million. Dorset Council has Reserves of £28 million, so even exhausting them would not close the gap. Dorset – like most Local Authorities (and we are better placed than many) we need a great deal of help from Government.</p> | |
| 06 | <p>Correspondence – circulated by email prior to the meeting</p> <ul style="list-style-type: none"> • Members considered a suggestion by a resident of Woodlands that the Parish Council establishes a means of contacting residents in case of emergency via Social Media. Members discussed that 3 KPC councillors are already invited members of the ‘Woodlands Village near Wimborne, Dorset’ Facebook page, which has 286 members and a lively exchange of information to which the Parish Council contributes. The Parish Council is also members of other groups for the other parishes, and add council-related information when needed across Knowlton. <i>Clerk to respond.</i> • Members considered a request by the Children’s Air Ambulance to place textile recycling bins around the parishes. <i>The Clerk will direct the Charity to Village Halls which would be most likely locations for this.</i> • A letter of thanks has been received from the Lord Lieutenant of Dorset, Angus Campbell in respect of the hard work by Town & Parish Councils to support the people of Dorset during the Coronavirus lockdown. <i>Noted</i> • Notification received from Dorset Council of the adoption of the Dorset Heathlands Planning Framework 2020-2025 which is available to view at www.dorsetcouncil.gov.uk <i>Noted</i> • Members were invited to take part in a policy consultation by NALC on dormant assets. <i>No response submitted.</i> | Clerk Clerk |
| 07 | <p>Planning Applications</p> <p>3/20/0196 FUL Romford Barn, Verwood, BH31 7LE – proposed additions/alterations to approved traditional barn conversion to C3 dwelling house 3/19/0183 Members resolved unanimously to respond with NO COMMENT to this application which is in Edmondsham parish close to the parish boundary.</p> <p>3/20/0382 LB Harkaway Cottage, Verwood Road, Woodlands – remove utility room wall to make a larger dining room. Members resolved unanimously to respond with NO OBJECTION to the proposal.</p> <p>3/20/0344 HOU Heimley, Chalbury, BH21 7ER – two storey side extension with alterations and remodel of existing house. Members resolved unanimously to respond with NO OBJECTION to the proposal.</p> | Clerk |

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| | <p>3/20/493 Woodfield, Verwood Road, Woodlands, BH21 8LJ - Urgent works due to non-compliance of current system to replace and relocate sewerage system from current position midway down the garden to further down the garden. The exact relocation position will be determined by the position of the outfall pipe going downhill towards the stream. The new system will be underground as opposed to the current system which is housed in a substantial wood and corrugated iron construction midway in the garden. Members resolved 6 in favour to respond with NO OBJECTION to this proposal. 4 abstentions.</p> <p>3/20/0270 HOU The Keep, Priors Corner, Horton, BH21 7EU – side/front extension to form conservatory. Members resolved 6 in favour to respond with NO OBJECTION to this proposal. 4 abstentions.</p> <p>3/19/2429 FUL Horton Farm, Sandy Lane, Three Legged Cross, BH21 6RT – construct a sand equestrian school. Members resolved 6 in favour to respond with NO OBJECTION to this proposal. 4 abstentions.</p> <p>19_1026 New residential Park Home Site Licence for Meadow View Caravan Park, Wigbeth, BH21 7JH for 517 units. Members approved the following response to be sent to Dorset Council:</p> <p><u>Concerns as to the effect of the proposed Park Home development on the site of the Meadow View Caravan Park, on the village of Horton:</u></p> <p>The Village of Horton, including the hamlet of Wigbeth, has a current population of approx. 450. It has no shops, no buses, no doctors, no dentists, no pubs and no library. The proposed positioning of 517 2 Bedroom Park Homes at Meadow View will triple the population of the village and probably change its character forever.</p> <p>The C2 Road from Horton Inn to Ashley Heath Roundabout is in poor condition. Recent developments at Woolsbridge have improved the road at the Ashley Heath end, however Wigbeth continues to have pinch points. Current problems will only be magnified by the already approved Deer’s Court site, the 2 proposed local sand and gravel extraction sites, and possibly the site at Rogarnet. Other local feeder routes into Wimborne are currently causing concern with Colehill and Holt Parish Councils, with both the speed and density of traffic through their villages. The proposed development at Meadow View will only exacerbate the problem. An example of this will be Bournemouth Water’s need to lay a new mains water pipe down the C2. This was done 6 years ago and the disruption was severe and not without issues.</p> <p>Strategic planning allows for the provision of Broadband, Water, Power, Schools, Social Care, Doctors, Water Drainage, Refuse Collection, Fixed Telephone Lines and Mobile Phone Coverage. The new developments, built as caravans and sold as luxury bungalows rely on CLPs changing ancient planning permissions from holiday to residential and vague legal definitions of caravans. They have the potential to disrupt and impact rural life irreversibly.</p> <p>Although the mobile homes/luxury bungalows may be classed as temporary the infrastructure of roads, hard standings, water pipes, electricity cables and sewerage pipes will be permanent. This development will ride roughshod across Dorset’s Planning strategy and have a detrimental effect on current Social and Health Care Plans resulting in long term extra costs to the taxpayer.</p> <p>If for any reason, legal or otherwise, it is decided to allow this development to proceed can Knowlton Parish Council be given some re-assurances that the current way of life, environmental protection and access to Horton Village will not be sacrificed.</p> | |
| 08 | <p>Highways Matters</p> <ul style="list-style-type: none"> • Members considered a request to support a letter to Dorset Council jointly with Holt Parish Council and Colehill Parish Council to address the increasing traffic through the rural parishes. <i>Members agreed they would like to hold a joint meeting to discuss mutual concerns.</i> • Temporary Closure of C2 Horton Road, Horton (in area of North Farm) to carry out maintenance work repairing sections of the road between scheduled 14th May and 21st May has now been rescheduled to end August 2020. • A resident of Woodlands raised three highway issues which have been reported to Dorset Council. (1145946/1145947/1145948) • Cllr David Tooke advised that Dorset Council is to receive a grant of £9m from the Department of Transport for highway improvements and the B3078 Cranborne to Wimborne has been listed. • Other Highway matters listed in Actions List below. | Clerk |

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| 09 | Rights of Way/Open Spaces <ul style="list-style-type: none"> E46/18 Wigbeth House – report of an unofficial closure received, now resolved by Dorset Council. Rights of Way matters awaiting action listed in 'Actions List' below. | |
| 10 | Burgess Field Play Area – Inspections <p>The Play Area is closed due to Covid-19 until Government allows re-opening. Weekly inspections have been suspended. Grass is being cut regularly.</p> <p>Woodlands members considered the quarterly inspection completed 8th March from which there were no further matters arising than those already identified:</p> <ul style="list-style-type: none"> Repair chain link fence. Sign at entrance showing emergency contact information. | MA/ Clerk |
| 11 | Tree Matters <p>Middleway, Horton, BH21 7JA – Ash: application to remove two overhanging main trunks over Mulberry House. Members resolved 5 in favour to respond with NO OBJECTION provided the neighbour is in agreement.</p> | |
| 12 | Register of Data Processing <p>Members reviewed the Register of Data Process, no amendments required. Next review, April 2021.</p> | |
| 13 | 97 Bus Agreement 2020 <p>Members approved the joint councils 2020 Community Bus Project Agreement.</p> | |
| 14 | Annual General Meeting 2020 & Annual Parish Meeting 2020 <p>Due to Covid-19, Government has passed a bill stating there is no requirement on Parish Councils to hold either an AGM or APM in 2020. It was resolved, the Chairman and Vice Chairman will continue until May 2021 and members will continue their allocated responsibilities.</p> | |
| 15 | Actions List | |
| Oct 14 | <p>1025882 Horton to Horton Inn – poor road surface. DCC put on Capital Maintenance list. 10/12/14 requested with PW white side guide lines/cats eyes are included when resurfaced. 24/06/15 – SB.03/02/16 SB to inquire about upgrading road to 'B' status due to amount of traffic. May 2019 – C2 from Thickthorne to 3X. VOA PC support KPC in putting together a strategic plan to improve the C2 which will be further effected by the expansion of the Woolsbridge Ind Estate. 27/09/16 Unsatisfactory response received from DCC Transport Development. Concern also noted regarding discussions for a weight & width restriction at Tollard Royal which will further impact. – Clerk to forward to SB. 04/01/17 Clerk to write to Andrew Martin, Head of Highways to request a review of the C2. Discussed at meeting with DCC Highways on Oct 4th 2017. Evidence required on use of C2 to show it is unsuitable for HGV's. DCC to complete traffic surveys. Feb 18 Actions agreed by DCC including further speed surveys. 20/06/18 SB to chase up. Sept 18 – some patching work completed. Oct 18 – SB to check included on list for repair soon. Clerk to ask for white lines to be renewed 1111645. Dec 18 Clerk to ask DCC for surveys for the current level and type of traffic using the C2. Arranging site meeting with DCC to discuss Horton Village and Wigbeth. Jan 2019 – Traffic surveys being carried out. May 19: traffic survey reports received, awaiting report of carriageway condition survey.</p> <p>July 2019 – Cllr Robin Cook to view and discuss with Community Highways Officer. August 2019 – The Highways Officer has advised the Parish Council continues to pursue with Asset Team directly for resurfacing.</p> <p><i>Meeting with Dorset Council Highway 10 February to discuss condition of road with VOA PC. Cllr Jerry Laker attended. Dorset Councillors Piers Brown and Robin Cook will request a full briefing on the maintenance of the C2 and ask the Portfolio Holder to find funding to carry out works. Note, some works scheduled for May 2020 near North Farm. Works rescheduled due to Covid-19 to August 2020.</i></p> | DCC |
| Sept 18 | <p>E57/36 – to be remarked in correct location as per the definitive map. May 2019 report received the path is not passable. MA to check. Way marker put up.</p> | WH/JL |
| | <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 check.</p> | TB |

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| | 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. 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 definitive route, Clerk to request this is actioned shortly. March 2020 – Now routes established, Clerk to ask why Dorset Council cannot proceed and install bridge. April 2020: new bridge installed on permissive route. Clerk has reported unsafe stile MNT46943 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| July 19 | 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 3 rd and have agreed actions to resurface where necessary and appropriate signage for horse riders. | DC | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | <p>Financial Matters</p> <ul style="list-style-type: none"> The Clerk provided members with up to date bank balances. Members reviewed Spend against Budget for 2019-2020. Members received and noted the Internal Audit Report for 2019-2020 from which there were no matters arising. Members approved the Annual Governance Statement for 2019-2020. Members approved the Accounting Statement for 2019-2020. Members approved the Annual Insurance Premium of £497.39 with Came & Company with a 3 year Long Term Agreement. Members approved expenditure with Vision ICT of £18.00 per year to host email address and one-off fee of £25.00 to migrate email data from current host. Members approved application to the Dorset Community Foundation Coronavirus Fund & Safeguarding Policy to support the application. Members approved emergency loan payment of £2000 to Horton & Chalbury Village Hall to administer the Covid-19 Horton Help Community Scheme from the Knowlton Parish Community Benefit Fund & have viewed statistics/expenditure of the scheme to 12 May. Members approved grant payment of £10,000 to Wimborne St Giles Church for community toilet facilities as agreed from the Knowlton Parish Community Benefit Fund. Members approved grant payment of £2945.00 to Horton & Chalbury Hall for redecoration as agreed from the Knowlton Parish Community Benefit Fund. Horton & Chalbury Hall has offered to refund fees for meetings that were unable to be held whilst the Hall is closed due to Covid 19 or to credit against next year. Members agreed to credit against next year's bookings. Members resolved unanimously to pay items below including Clerk's Salary: <table> <tr> <td>Online</td> <td>Wheeler Brown</td> <td>Payroll Services to March 2021</td> <td>£270.00</td> </tr> <tr> <td>Online</td> <td>AVA Recreation</td> <td>Quarterly Inspection Play Area</td> <td>£90.00</td> </tr> <tr> <td>Online</td> <td>Community Heartbeat Trust</td> <td>Battery for WSG Defibrillator</td> <td>£282.00</td> </tr> <tr> <td>Online</td> <td>JGS Laker</td> <td>Refund of payment to CHT for pads for WSG Defibrillator</td> <td>£121.14</td> </tr> <tr> <td>Online</td> <td>Vision ICT</td> <td>Initial invoice for design and development of new website</td> <td>£747.00</td> </tr> <tr> <td>Online</td> <td>SWAST</td> <td>Defibrillator Package Woodlands</td> <td>£2160.00</td> </tr> <tr> <td>DD</td> <td>ICO</td> <td>Annual Data Protection Fee</td> <td>£35.00</td> </tr> </table> | Online | Wheeler Brown | Payroll Services to March 2021 | £270.00 | Online | AVA Recreation | Quarterly Inspection Play Area | £90.00 | Online | Community Heartbeat Trust | Battery for WSG Defibrillator | £282.00 | Online | JGS Laker | Refund of payment to CHT for pads for WSG Defibrillator | £121.14 | Online | Vision ICT | Initial invoice for design and development of new website | £747.00 | Online | SWAST | Defibrillator Package Woodlands | £2160.00 | DD | ICO | Annual Data Protection Fee | £35.00 | |
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| 17 | <p>Information for Report Only</p> <p>Cllr Spencer Planton reported there have been more people walking in Queens Copse during lockdown and has received a number of positive comments on the improved access to Horton Tower on E46/17 which the Parish Council renovated last year.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Next Meeting – <u>Wednesday 24th June 2020</u> at 7:30pm Webex Virtual Meeting. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Meeting closed at 20:46

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

Signed:..... 24th June 2020