

DAMERHAM PARISH COUNCIL
Minutes of the Annual Meeting held in Damerham Village Hall on
Monday 14th May 2018 following the Annual Parish Assembly

Councillors present:

David Crane (Chairman)

Cathy Godber

Pete Doherty

Richard Major

Mark Matthews

Glyn Ruth

Phil Stephens

Members of the public present:

Others present:

Natasha Mackenzie (Clerk)

Public participation:

1. Appointment of Chairman and Vice Chairman

18/05/51

It was proposed by Cllr Major to re-elect Cllr Crane as Chairman. Seconded by Cllr Musker, all in favour (8).

It was proposed by Cllr Crane to re-elect Cllr Godber as Vice Chairman. Seconded by Cllr Stephens, all in favour (8).

2. Chairman's declaration of Acceptance of Office

18/05/52

Cllr Crane read out the declaration and signed it.

3. Apologies and declaration of quorum

18/05/53

The meeting was noted as quorate.

4. Declaration of business and pecuniary interests: none declared

5. Appointments of Parish Officers

15/05/54

Parish Footpaths Officer: Cllr Major proposed the appointment of Ros Jones. Seconded by Cllr Musker, all in favour (8).

Parish Watercourses Officer: Cllr Stephens proposed the appointment of Spinney Adlems. Seconded by Cllr Major, all in favour (8).

Parish Transport Officer: there were no nominations. All were advised to take individual responsibility for reporting via Hantsweb.

6. To fix dates and times of meetings

15/05/55

The clerk had suggested a move from the 4th to the 3rd Monday each month. This was agreed by all once the clerk has checked the hall availability.

Note: following the meeting the hall was confirmed available and the dates were agreed as follows:-

2018

Monday 18th June (if required for planning applications)

Monday 16th July

Monday 20th August (if required for planning applications)

Monday 17th September

Monday 15th October (if required for planning applications)

Monday 19th November

Monday 17th December (if required for planning applications)

2019

Monday 21st January

Monday 18th February (if required for planning applications)

Monday 18th March

Monday 15th April (if required for planning applications)

DAMERHAM PARISH COUNCIL
Minutes of the Annual Meeting held in Damerham Village Hall on
Monday 14th May 2018 following the Annual Parish Assembly

7. Elect official signatories to execute official documents on behalf of Damerham Parish Council

15/05/56

It was proposed by Cllr Matthews the official signatories are the Chairman Cllr Crane and the Vice Chairman Cllr Godber. Seconded by Cllr Doherty, all in favour (8).

8. To approve minutes of the previous meeting held on 26th March 2018

18/05/57

It was agreed the minutes of this meeting could be signed by the Chairman as a true and accurate record. Proposed by Cllr Matthews, seconded by Cllr Doherty, all in favour (8). **Action: clerk to update the website.**

9. Matters arising from the minutes not covered elsewhere on the agenda

18/05/58

17/09/12: Verge at the School: Clerk to chase Cllr Heron regarding the installation of dragon's teeth to define the parking area.

It was noted the minutes incorrectly referred to 21 May for the Annual Parish Assembly.

The new sign at Pound Lane is at last installed, however Cranborne is spelt wrongly and there is no directional sign to Martin.

The Parish Lengthsman visited the village today and has cut verges where sight-lines were blocked.

10. Finance

18/05/59

- i. Approval of payments for April/May. The clerk had circulated all payment details to all members. All were in approval.

744	HALC & NALC Affiliation fees	£241.00
745	The Odd Job Man-playtrail equipment installation	£823.33
746	The Odd Job Man-bench on playtrail installation	£84.00
747	Malcolm Parker-ditch work	£150.00
748	Time2Display Ltd-May issue Parish Pump	£24.00
749	Fair Account-annual internal audit	£150.00
750	N Mackenzie-April salary & expenses	£269.79
751	Cancelled-incorrect amount	-
752	EHI Parish Council-GDPR course	£36.00
753	N Mackenzie-April phone expenses	£9.17
754	N Mackenzie-May salary & expenses	£296.46

18/05/60

- ii. Approval of bank reconciliation – 20 March to 8 May 2018.

The clerk had not yet given the documents to Cllr Stephens – this will be done by email or rolled over to the next meeting.

18/05/61

- iii. Approval of Annual Governance Statement.

The clerk had circulated the end of year financial documents to all members, and the Annual Governance Statement was considered and approved. Proposed by Cllr Godber, seconded by Cllr Stephens. All in favour (8).

18/05/62

- iv. Approval of the Annual Accounting Statements.

Following brief explanation of the finances and asset register, the Annual Accounting Statements were considered and approved. Proposed by Cllr Ruth, seconded by Cllr Stephens. All in favour (8).

18/05/63

- v. Approval of insurance renewal (circ.14May).

The clerk had circulated the insurance renewal proposal to all members. Acceptance of the renewal was proposed by Cllr Major, seconded by Cllr Doherty. All in favour (8).

18/05/64

Chairman

16 July 2018

DAMERHAM PARISH COUNCIL
Minutes of the Annual Meeting held in Damerham Village Hall on
Monday 14th May 2018 following the Annual Parish Assembly

vi. Consider award of grants (as circ.14May).

The clerk had circulated to all a list of applicants, and a further one from Damerham Village Hall. All the applications were discussed, and it was agreed to award the following grants:-

St George's Churchyard – to help maintain churchyard	£500
The Friends of Western Downland School – assist with trips, projects & equipment	£500
Dylan Hansen – raising funds to attend World Scout Jamboree	£50
Damerham Village Hall Committee – to improve and maintain toilet facilities	£250

Total grants monies awarded of £1,300 was proposed and seconded. All in favour (8). £100 of the budget remains unspent. **Clerk to raise cheques and write to all applicants.**

11. To receive Officer Reports:

18/05/65

i. Parish Footpaths Officer, Ros Jones' report is as follows:-

State of the paths: they are drying out nicely, but vegetation is growing fast because of the recent wet then warm weather. Keep on walking them, but not in sandals!

We have heard from HCC about the proposed summer cutting regime: they have agreed to add the following to the list – FP1, 7, 17, 47 and 49, which is soon to be repaired. The senior ranger is to check Bridleway 28 (past the pig unit) before possibly adding to the list.

On the question of BW 28's waymark, I found merely traces of rotten wood in the ground: I wonder if a blue arrow roundel attached to a tree or fencepost would be longer-lasting and also cheaper. I am very grateful to Richard Heron whom I asked to remove the yellow arrow roundels from the fallen post at the junction of FPs 6 and 7 at Mill End: he has put them up on a new post by his garden.

18/05/66

ii. Parish Watercourses Officer, Spinney Adlems talked briefly about issues encountered with standing water on the parish roads.

iii. Parish Transport Representative. Cllr Crane reminded all a new transport representative will be required.

iv. Any other reports from meetings attended – none.

12. To consider planning applications

18/05/67

i. NFDC 18/10423 North End Cottage, North End - Single-Storey Rear Extensions; Rear Porch. The applicant briefed members on the reason for refusal for 17/11520, and on the changes in this application. It was discussed in detail by members.

It was proposed to recommend permission under option 3 to NFDC with the following comments:-

- **Given there are other comparable houses extended in such a way in Damerham and, taking on board comments from the previous NFDC Development Control Committee meeting for 17/11520, the NFDC committee members stated DM20 was not relevant in this case and the Parish Council agree with their opinion.**
- **The applicants' have worked hard with their architect to meet the Planning Officer's concerns regarding the design, height and length of the single storey rear extension.**

Seconded, all in favour (8).

18/05/68

ii. NFDC 18/10471 Bethany Cottage, The Common, South End - House; extension to garage; demolition of existing. The applicant advised the building now required demolition, and this application is the same as the previously approved application 17/11712. It was discussed and the following recommendation proposed:-

It was proposed to recommend permission under option 3 to NFDC. Seconded, all in favour (8).

18/05/69

DAMERHAM PARISH COUNCIL
Minutes of the Annual Meeting held in Damerham Village Hall on
Monday 14th May 2018 following the Annual Parish Assembly

- iii. NFDC 18/10465 Hideaway Cottage, The Common, South End - Removal of condition 2 of Planning Permission 15/10305 to allow short term residential occupancy. The applicant detailed the reasons behind this application to remove conditions 2 and 3 to allow residential occupancy. The members reviewed the planning history and discussed the benefits of new housing.

It was proposed to recommend permission under option 1 to NFDC with delegated powers with the following comment:-

- **The removal of conditions 2 and 3 would provide much needed housing in the parish of Damerham.**

Seconded, 6 in favour, 2 abstentions.

13. To note planning decisions received (as circulated):

18/05/70

NFNPA CONS/18/0297 The Rectory, Mill End - Decision: Raise No Objections

NFDC 18/10028 & 18/10029 Manor Farm House, Lower Daggons Lane, South End - Glazed infill extension; demolition of first floor link (Application for Listed Building Consent): *Granted Subject to Conditions*

Appeal: NFDC 17/11382 Knoll Farm House, North End - Two-storey infill extension; front porch alterations

14. Parish Council matters:

18/05/71

- i. Consider adoption of Media Relations policy (circ.14May). Cllr Doherty had sent all members his thoughts for dealing with the media. It was discussed and agreed for Cllr Doherty to try and blend both his and HALC's standard policy. **Clerk to add to the agenda for the next meeting.**

18/05/72

- ii. Councillor co-option vacancy notification. The clerk has been notified by NFDC that we can proceed to co-option. Clerk to put up notices and all to consider any interested residents.

15. Environmental matters:

18/05/73

- i. Advance warning: Wiggle Bournemouth Sportive Sunday 10 June. It was noted this will not be going through the village on this occasion.

16. Community matters:

18/05/74

- i. Report from West Park Meadow Working Group.
- A RoSPA inspection is due; **clerk to inform all of the outcome**; the grass needs cutting but left long in places to form a natural barrier to the river – **clerk to chase Byron at NFDC for cutting dates (received from Byron post meeting)**; the fixings need tightening on the back of the new picnic bench seat.
 - Receipt of regular inspections of the Playtrail – received from Cllr Godber.
 - A story-telling event open to adults and families 'Tales from the Orchard' will be held on Friday 22 June at 7pm. See our website for details.

17. Consultation Papers or Events (to approve responses or agree attendees as appropriate):

18/05/75

- i. HM Govt Cycling Safety Review (circ.17Apr) - deadline 1 June. Individual responses encouraged.
- ii. HM Govt Powers for dealing with Unauthorised Development and Encampments (circ.8May) – deadline 15 June. Agreed not to respond.

18. Correspondence

18/05/76 – the clerk reported Community Infrastructure Levy (CIL) of £780.09 has been received from NFDC from planning application 17/11632; the same amount will be received again the following year.

19. Other matters considered urgent by the Chairman or raised with him by councillors in advance

DAMERHAM PARISH COUNCIL
Minutes of the Annual Meeting held in Damerham Village Hall on
Monday 14th May 2018 following the Annual Parish Assembly

18/05/77 – the imminent General Data Protection Regulations were discussed, and the clerk is investigating parish council email addresses with the help of Cllr Major, how we store any personal information, and potentially the use of dropbox for parish council correspondence.

18/05/78 – the clerk's appraisal is due and will be reported at the next meeting.

The meeting closed at 9.33pm.

Date and time of next meetings:

Monday 18th June 2018: Damerham Village Hall @ 7.30pm (if required for planning applications)

Monday 16th July 2018: Damerham Village Hall @ 7.30pm

DRAFT