

## LITTON CHENEY PARISH COUNCIL

Minutes of the Annual Meeting of Litton Cheney Parish Council  
held on Tuesday 14 May 2019 at Litton and Thorner's Community Hall

Present: Bill Orchard (Chairman); John Firrell; Bella Spurrier; Andrew Price (co-opted at this meeting); Maggie Walsh (Clerk). Also in attendance: 2 local residents.

1. **Apologies:** Kathryn Brooks; Andy King;
2. **Declarations of interest:** none
3. **Co-option of new Parish Councillor** – it was proposed by Cllr Orchard, seconded by Cllr Firrell and carried unanimously that Andrew Price be co-opted onto the Parish Council.
4. **Election of Chairman** – it was proposed by Cllr Firrell, seconded by Cllr Spurrier and carried unanimously that Bill Orchard be elected as Chairman of the Parish Council.
5. **Election of Vice-Chairman** – it was proposed by Cllr Orchard, seconded by Cllr Firrell and carried unanimously that Kathryn Brooks be elected as Vice-Chairman of the Parish Council
6. **Democratic Time** the following issues were raised:  
The village litter pick had been appreciated  
The Holm Oak had been omitted from the Charity Farm landscaping details application. Cllr Firrell observed that an amended plan showing the Holm Oak was now online.
7. **Approval of Minutes of Village Assembly held on 8 May 2018** - it was proposed by Cllr Orchard, seconded by Cllr Firrell and carried unanimously that these minutes be approved.
8. **Matters arising from previous Village Assembly:** none
9. **Approval of Minutes of Parish Council held on 12 March 2019** – it was proposed by Cllr Firrell, seconded by Cllr Orchard and carried unanimously that these minutes be approved.
10. **Matters arising from last meeting not part of this agenda:** none
11. **DC overview** – not available as Cllr Mark Roberts was not in attendance.
12. **Annual Finance Report** (Maggie Walsh, Clerk and RFO)

### 2018/19

the Parish Council receipts and payment had exceeded £25K as a result of the playground project. Thus, the PC would not be exempt from an external limited assurance review and would have to pay a £200 fee to the external auditors appointed by central government. The completed returns must be submitted to the appointed auditor before 1 July. MW anticipated the accounts would be available for public inspection from Monday 17 June to Friday 26 July.

The PC noted the Internal Audit Report.

It was proposed by Cllr Firrell, seconded by Cllr Orchard and carried unanimously that Section 1 of the Annual Governance and Accountability Return - the Annual Governance Report 2018/19 be approved

It was proposed by Cllr Orchard, seconded by Cllr Firrell and carried unanimously that Section 2 of the Annual Governance and Accountability Return – the Accounting Statement 2018/19 be approved

### 2019/20

Parish funds currently stood at £10,152.10. Spend since March's meeting was £618.74 comprising £576.74 clerk's salary and £42 for signs, which were on this agenda for

approval. Income since March's meeting was £655.30, comprising £655.20 VAT refund and 10p interest. The £5,300 precept had not been received and MW was investigating (now received).

There were three invoices for approval: £42.00 for signs (already paid after approval by email); £144.23 DAPTC subscription and £180 (£216 including VAT) for Richard Brown for removal of the tree stump at The Triangle last year. It was proposed by Cllr Firrell, seconded by Cllr Spurrier and carried unanimously that these be approved. In addition, the Parish Council's insurance was due for renewal on 1 June. Having updated the PC inventory, MW had received three quotes – all of which appeared to provide adequate cover. The existing insurer had quoted £593.09, another had quoted £389.73 or £ £372.74 if the PC entered into a three year agreement. The cheapest quote from BHIB was for £357.64 or £339.76 for a three year period. Cllr Orchard proposed that, subject to confirmation that there would be no additional increases or administration charges, the PC enter into a three year deal with BHIB. Should this not be the case, the PC would opt for one year's cover with BHIB. This was seconded by Cllr Spurrier and carried unanimously

### 13. Councillors' portfolios:

Highways/Transport (Bill Orchard): he continued to monitor potholes. There seemed to be fewer HGVs passing through the village.

Playground/Playing Field/Allotments (Andy King- written update provided): all but one of the allotment plots were let and the allotments were 'spring smart'. There had been a maintenance day to tidy up paths and common areas. For insurance purposes, there would be a sign saying "Litton Cheney Allotments for members and their guests" on the entrance gate. Grass cutting had commenced on the playing field. A sign regarding motor vehicles and dogs had been erected. Repairs to the base of the slide and the older piece of climbing equipment were due to be undertaken by the lengthsman. There would be a lock on the double gates allowing access for maintenance only. Despite signage, gates were frequently left open allowing unaccompanied dogs to get in.

Agricultural Liaison (Bella Spurrier): unknown person(s) had dug a trench across the field adjacent the playground to drain water from the allotments. The drain had been unblocked but the trench and, in particular, a hole were a risk to livestock. The Chairman would speak to a local farmer who had appropriate machinery, to see if he could help fill it in. **BO**

Planning (Kathryn Brooks – written update provided):

The following application had been decided:

6 Coombes Close DT2 9EX – 2 storey side extension and single storey flat roof extension/terrace (WD/D/18/002996). The PC had considered this by exchange of email and raised no objection. However, the planning officer had felt the scheme too large and intrusive so amended plans had been submitted and approval given for a lesser scheme.

Applications still outstanding:

Frys, Main Street – erection of first floor extension to office building, construction of additional car parking facilities and erection of a small storage building (WD/D/19/000630): the PC had considered this via email and raised no objection. No update available

Faith House, Main Street – convert outbuilding to self-contained unit (without compliance with conditions 3 & 4 of planning permission 1/D/11/000368) – to remove holiday restriction and allow for use as a residential dwelling (WD/D/19/000570): the PC had considered this via email and raised no objection. No further update available.

Charity Farm – erection of agricultural building – prior approval (WD/D/18/001183): a full planning application was required but had not yet been submitted. No application yet received. Cllr Brooks requested to draft letter to planning authority on behalf of PC, asking what action they planned to take. **KB**

The Mill House, Main Street - erection of extension and alterations and construction of a new bridge and vehicular access. (WD/D/18/002298 (Full) and WD/D/18/002299 (Listed Building)): no decision yet; update sought from case officer

Risk Assessment/Transparency Code/Annual Report: this portfolio was currently unallocated. The Privacy Statement and Data Protection and Email Policies were due for review and approval at July's meeting but may need to be postponed until the portfolio was reallocated.

Village Fabric/Maintenance/Devolved Services (John Firrell): there would be a meeting of the DAPTC Western Area on 23 May. If no Parish Councillors could attend, he would pass on any PC issues to the WA secretary at the BLAP meeting the previous day. However, the DAPTC had recently been taken to task for not representing smaller authorities so it was important for the PC to send a representative to meetings wherever possible. He advised anyone who had received a letter from Dorset Council requiring them to cut back overhanging vegetation to hold off from doing so at the moment.

**14. Correspondence not dealt with as part of the agenda – none**

**15. New planning applications for consideration at the meeting – there were three planning applications for consideration**

GLEBE END, HINES MEAD LANE, DT2 9AD Installation of 2 dormers to front elevation (WD/D/19/000516) deadline 14 May – it was proposed by Cllr Orchard, seconded by Cllr Firrell and carried unanimously that the Parish Council register NO OBJECTION to this application.

TOWNSEND COTTAGE, 2 CHALK PIT LANE, LT2 9AN Erect 2 storey rear extension and detached garage (WD/D/19/000958) and internal and external alterations to include replacement of single storey extension with 2 storey extension and change window on rear elevation to French doors (WD/D/19.000959 Listed Building Consent) – the clerk reported that Environmental Health had requested a condition be imposed requiring work to stop and advice be sought should any ground contamination be found. There was also one objection from a neighbour about the size of the garage. Parish Councillors felt the proposed garage appeared to be no larger than a neighbouring garage and felt the proposed works were sympathetic. It was proposed by Cllr Firrell, seconded by Cllr Orchard and carried unanimously that the Parish Council register NO OBJECTION to these applications.

**16. Date of next meeting – Tuesday 9 July 2019**

**17. Meeting closed**

Maggie Walsh - Parish Clerk