

**YETMINSTER & RYME INTRINSECA  
PARISH COUNCIL  
MINUTES**

**For Meeting Held At St Andrew's School On  
6<sup>th</sup> June 2018 At 7.30pm**

Present:, Cllr Goater, Cllr Knight Cllr Kellar, Cllr Plaice, Cllr Parfitt, Cllr Torrance, Cllr MacLeod Ash CCllr Penfold, DCllr Lawrence, the Clerk and 2 members of the public.

<p><b>1. <u>APOLOGIES</u> - Cllr Hentley, Cllr Lafferty</b></p>	<p>All</p>
<p><b><u>OPEN TO THE PUBLIC</u></b>  Mrs Jubb voiced her concerns that the website group had not met and the website was not being utilized successfully. Cllr Perlewski corrected Mrs Jubb's assumptions and updated her on the recent meetings and continued use by parishioners of the website. Some pages are being reviewed and those with no hits will be deleted.  Cllr Penfold updated the meeting regarding the unitary authority and pothole issues. There had also been a survey regarding wildflowers within the area.  Cllr Goater reported that there may be some Hog weed seen locally.  Mr Jubb asked for information about the allotment extension for water. Cllr Goater reported that KTD are pricing up maintenance work at the allotment.</p>	
<p><b>2. <u>MINUTES OF LAST MEETING</u></b>  2.1 The minutes were unanimously agreed and signed by the chairman</p>	<p>All</p>
<p><b>3. <u>DECLARATION OF INTERESTS</u> – Cllr Perlewski - .Allotments</b></p>	<p>All</p>
<p><b>5. <u>ELECTION OF DUTIES</u></b>  5.1 A list of Councillors roles have been circulated and Cllr Goater has received no adverse comments. An electronic copy will be sent to the Clerk and the information put on the PC website. .  5.2 Decision process and standing orders were discussed and it was agreed that these will be reviewed to incorporate a processes where decisions are made outside Council.</p>	<p>Cllr Goater</p>
<p><b>6 <u>TRAINING</u></b></p>	
<p><b>7 <u>FINANCES</u></b>  7.1 Internal audit completed. It was resolved that the "PARISH COUNCIL AGREED THE END OF YEAR ACCOUNTS 2018. Proposed: Cllr Knight. 2<sup>nd</sup>: Cllr Perlewski. Unanimously agreed.  7.2 CERTIFICATE OF EXEMPTION WAS REVIEWED AND AGREED. Proposed: Cllr Knight. 2<sup>nd</sup>: Cllr Perlewski. Unanimously agreed.</p>	<p>All</p>

<p>7.3 THE PARISH COUNCIL APPROVED THE GOVERNANCE STATEMENT WITHIN THE EXTERNAL AUDIT DOCUMENT. Proposed: Cllr Torrance, Cllr MacLeod Ash, Voted Unanimous.</p> <p>7.4 THE PARISH COUNCIL APPROVED THE STATEMENT OF ACCOUNTS FOR YEAR ENDED MARCH 2018. Proposed: Cllr Knight. 2<sup>nd</sup>: Cllr Perlewski Unanimously agreed</p> <p>7.5 There was a discussion about the inclusion of the Sports Club on the asset register, as there is no purchase price it was agreed that this would be added at nil value. THE PARISH COUNCIL APPROVED THE ASSET REGISTER FOR YEAR ENDED MARCH 2018. Proposed: Cllr Knight. 2<sup>nd</sup>: Cllr Perlewski Unanimously agreed</p> <p>7.6 THE PARISH COUNCIL APPROVED THE RISK ASSESSMENT FOR YEAR ENDED MARCH 2018. Proposed: Cllr Torrance, 2<sup>nd</sup>: Cllr MacLeod Ash, Voted Unanimously.</p> <p>7.7 Wessex Ground Service final bill £180.00.</p> <p>7.8 KTD invoice £215.00.</p> <p>7.9 Ocean Fire and Security £276 Point 7.7, 7.8, &amp; 7.9 were collectively approved. Proposed: Cllr Torrance, 2<sup>nd</sup>: Cllr MacLeod Ash, Voted Unanimously.</p> <p>7.10 Management of the PC's bank accounts was discussed. Cllr Parfitt felt that this should be more sophisticated and surplus money should be put into a reserve account. Councillors discussed the processes and what should be put into reserve and what should be kept in the working account but no clear decision made</p>	
<p><b>8. PLANNING</b></p> <p>8.1 Planning Consultation WD/D/18/000928 TREVINE, MELBURY ROAD, YETMINSTER, SHERBORNE, DT9 6LY – Certificate of Lawful use or development.</p> <p>8.2 WD/D/18/000736 - 16 Shearstones, Yetminster, DT9 6NW. Approval of Planning Permission Given.</p> <p>8.3 Decision Notice WD/D/18/000643 STAKE FORD BARN, STAKE FORD CROSS, SHERBORNE, DORSET – Prior approval is required and herewith approved.</p> <p>8.4 Planning Consultation WD/D/18/001107 CHURCH FARM, DOWNS LANE, RYME INTRINSECA, SHERBORNE, DT9 6JX</p> <p>8.5 Application Withdrawn WD/D/18/000836 CHURCH FARM, DOWNS LANE, RYME INTRINSECA, SHERBORNE, DT9 6JX</p> <p>8.6 Planning for reserve matters for Folly Farm have been submitted.</p> <p>8.7 Concern was expressed at the removal of hedgerow at Folly Farm and whether this was lawful.</p>	All
<p><b>10. NEIGHBOURHOOD PLAN</b></p> <p>Cllr Torrance reported that the NP Steering Group were aware that the process to produce the plan was taking some time although it was understood that this this is not unusual. It was also appreciated that it must be frustrating for the landowners, who had submitted sites and they were thanked for their patience.</p> <p>The Strategic Environmental Assessment has now been completed and has been sent out to the relevant bodies. A statutory five-week consultation period means that the Steering Group will use this time to review, together with their</p>	Cllr Torrance

<p>consultant, the 15 potential development sites that have been identified - these can be viewed from public land and it was not felt necessary to involve the relevant landowners at this stage.</p> <p>Some considerable time has been spent developing the necessary criteria to enable the suitability of the sites to be assessed. This is in the format of a number of identifiable factors, categories and constraints. Once the site visits have been made the group will be able to confirm whether the SEA screening should be a further factor to consider. Assuming that agreement is then reached, the housing development strategy can be “formally” adopted</p> <p>Community involvement is essential if the Neighborhood Plan is to be successful. It is therefore proposed to hold an NP “Open Day” on Saturday 7th July in St Andrews School Hall, between 10.00am and 4.00pm, so that residents can see what development is proposed and can provide the group with feedback regarding this and engagement with the various landowners can begin.</p> <p>AECOM, the technical advisors available as part of the grant package, are continuing to assist with the NP although their input has been held pending a further application for grant funding.</p> <p>Cllr Parfitt with the Chairman has looked at the finances of the Neighbourhood Plan. Worst case scenario of not achieving grant aid in the region of £5,000 liability. We must proceed with the plan because of any financially implication in the future as a result of S106/CIL monies.</p> <p>Cllr Lawrence mentioned that the PC should investigate potential money for WDDC.</p>	
<p><b><u>11. YETMINSTER SPORTS CLUB</u></b></p> <p>11.1 The Sports Club lease has been signed and plans are in hand for decoration and maintenance with changes in the Bar area. There is a Car boot sale on Saturday. The Club is planning to put the membership fees to be put aside to purchase a new play area.</p> <p>11.2 Cllr Goater to enquire when the money from the Sports Club will be passed to the PC.</p>	Cllr Kellar
<p><b><u>12. DATA PROTECTION - GDPR</u></b></p> <p>12.1 Councillors discussed the implications of GDPR for the PC.</p> <ul style="list-style-type: none"> <li>• Cllr Perlewski will place a statement on the website to make it compliant and generate a statement for all those contacts on the website.</li> <li>• The Clerk to obtain guidance from WDDC regarding GDPR and circulate, with particular reference to holding data from the electrical register.</li> <li>• A Privacy policy will be uploaded to the website.</li> </ul>	All
<p><b><u>13. WEBSITE</u></b></p> <p>13.1 Site Security email from Simon Nash received. This indicated some vulnerability with regards to Malware. To purchase a more secure system would be in the region of £100-£200. This will be discussed at the next website meeting on 20/6/18.</p>	Cllr Perlejewski
<p><b><u>14. PLAY AREA</u></b></p> <p>14.1 Cllr Kellar has completed his regular inspection of the Play Area. The rubber mats have been cleaned and scrapped and it is now obvious that there are some large gaps which need to be filled with a rubber compound.</p>	Cllr Kellar

<p>It was agreed THAT CLLR KELLAR COULD PURCHASE THE NECESSARY COMPOUND UP TO THE VALUE OF £150 TO COMPLETE A TEST AREA. . Proposed Cllr Torrance, 2<sup>nd</sup>: Cllr Macleod Ash. Unanimously agreed.</p>	
<p><b><u>15. UPDATE OF TELEPHONE BOX -</u></b> Ongoing.</p>	Cllr Goater
<p><b><u>16. PROVISION OF DEFIBRILLATOR</u></b> Cllr Hentley and Cllr Lafferty not present so deferred to next meeting.</p>	Cllr Hentley
<p><b><u>17. SPEED WATCH</u></b> 17.1 This has been re-started.</p>	Cllr Lafferty
<p><b><u>18 HAMCROFT</u></b> 18.1 Cllr Goater outlined the History of Hamcroft as a community asset. The play area is seen as old fashioned and not fit for purpose. To update this would cost in the region of £60,000. A working group is being set up to review the position of the Play Area with the potential of relocation and selling of some of the land to fee up capital. This group to report findings at the end of the year.</p>	Cllr Kellar
<p><b><u>19. MAINTANCE</u></b> 19.1 Sign at Play Area.- Cllr Goater to look at the legal requirements. 19.2 Traffic Mirror. – Paul Thatcher to be contacted by Cllr Goater 19.3 The Pound.- Cllr Goater to investigate ownership and if this is the PC, then to be added on the asset register.</p>	All
<p><b><u>20. CORRESPONDENCE</u></b> 20.1 Notes and information from West Dorset Parishes meeting 2nd May 2018 circulated. 20.2 CPRE Spring edition of 'The Dorset Review' Magazine and Consultations 20.3 Proposed warding arrangements for unitary councils – Briefing sessions 11 June</p>	All
<p><b><u>21. LATE ITEMS</u></b> 21.1 Cllr Kellar has reviewed the allotments and indicated to the Clerk any with maintenance issues. 21.2 PC to write a formal thank you to Bill Duggen for his contribution to the village.</p>	All
<p><b><u>22. ITEMS FOR NEXT MEETING -</u></b> 4<sup>th</sup> July 2018</p>	All