

Minutes of a meeting of Church Knowle Parish Council  
held at Church Knowle Village Hall  
on Tuesday 13 June 2017

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## **PRESENT**

### **Council Members:**

Cllr Mr Derek Burt  
Cllr Mr Colin Page  
Cllr Mr Antony Higgins  
Cllr Mrs Hazel Parker  
Cllr Mr Leslie Bugler  
Cllr Mrs Elisabeth (Billa) Edwards

### **Clerk to the Council:**

Dr Alastair Wallace

### **C. K Parishioners & Members of the public:**

Mr Derek Way - Parishioner  
Mr Graham Seaton – Parishioner  
Mrs Rachel Seaton – Parishioner  
Dr Neil Grice – Parishioner

## **ELECTION OF CHAIRMAN OF THE PARISH COUNCIL MEETING**

157.17 The Clerk advised the meeting that, there being no Chairman of the Parish Council, it would be necessary for the meeting to elect a Chairman of the Meeting. Cllr Page, retiring chairman from the previous meeting proposed that Cllr Higgins take the Chair, there being no general wish by Members present to stand as Chairman of the Parish Council. His proposal was seconded by Cllr Parker. Cllr Higgins did not object to such appointment and the motion was carried unanimously.

**RESOLVED that Cllr Higgins should act as Chairman for the June Parish Council meeting.**

Cllr Higgins took the Chair for the meeting.

## **APOLOGIES**

158.17 The Clerk reported he had received apologies for late attendance/absence from PDC Cllr Mr Malcolm Barnes who hoped to attend later, DCC Cllr Ms Cherry Brookes, and Cllr Mrs Jayne Wilson. Their apologies were noted.

## **PUBLIC DISCUSSION PERIOD**

159.17 Cllr Higgins proposed that the Agenda item 12 relating to discussion on Purbeck District Council's proposals to alter the boundaries of the East Creech Conservation Area be brought forward for discussion during the Public Discussion Period in order that the Parishioners present could enter the discussion and that motions carried during discussion on this item during Public Discussion be held as if resolved during the main business meeting. The proposal was seconded by Cllr Page. The motion was carried unanimously.

**RESOLVED that Item 12 of the June Agenda be brought forward for discussion during the Public Discussion Period, that Parishioners could be involved in the Parish Councillor's discussions on the matter and that that motions carried during discussion on this item during Public Discussion be held as if resolved during the main business meeting.**

160.17 Cllr Higgins began the discussion by stating that, subject to approval from Members, he would be happy to represent the Parish Council at the Purbeck District Council meeting on 11<sup>th</sup> July 2016, when the matter of the East Creech Conservation Area would be discussed, and would present the Parish Council's critique of the proposals from the PDC's planning and conservation officers being submitted by them for approval. Cllr Page proposed that Cllr Higgins be delegated to present Church Knowle Parish Council's case regarding the alteration of the East Creech Conservation Area's boundaries at the Purbeck District Council meeting on 11<sup>th</sup> July 2017. The proposal was seconded by Cllr Bugler. The motion was carried unanimously.

**RESOLVED that Cllr Higgins presents Church Knowle Parish Council's case regarding the alteration of the East Creech Conservation Area's boundaries at the Purbeck District Council meeting on 11<sup>th</sup> July 2017.**

161.17 The meeting heard that it had been suggested by Cllr Barnes of PDC that 3 “bullet points” be presented and expanded on at the relevant PDC meeting. He also thanked Cllr Bugler and his daughter for approaching Professor Hart (Prof. at University of Plymouth and advisor on the Jurassic Coast UN Heritage Area) for advice on the East Creech Conservation Area proposals. His advice and report was extremely useful that another Prof who has planning expertise has provided invaluable assistance. The meeting expressed its gratitude at the expert advice provided by the two university professors Parishioner Dr Grice asked if the CKPC could invite Prof Hart and colleague to the PDC meeting to support CKPC. Members thought this was an excellent idea. Cllr Burt proposed that the professors be asked by Cllr Bugler if they would be prepared to further assist CKPC and the East Creech parishioners by attending and speaking at the PDC planning meeting. The motion was supported by Cllr Higgins and unanimously carried. Dr Grice also offered to contact his specialist colleagues.

**RESOLVED that Cllr Bugler/daughter be asked to invite Prof Hart and his colleague to the PDC meeting on 11<sup>th</sup> July 2016 as guests of Church Knowle Parish Council.**

162.17 There was then general discussion about the possibility of Dorset Wildlife Trust’s possible involvement in attending the meeting. Cllr Burt suggested as many people as possible attend the meeting and ask probing questions on PDC planners’ arguments. He also spoke of the need to take a holistic approach to the conservation area inasmuch as one has to take into consideration more than just the design of the buildings and built environment; the natural environment should also have been taken into account but this did not appear to have been the case with PDC’s proposals. He had carried out a straw poll of East Creech residents and it appeared that about 81% of people wanted no reduction in the boundaries and, indeed, some wanted an increase in area covered.

163.17 Cllr Higgins proposed that the working party, previously authorised, be re-convened to produce “bullet-pointed” arguments for the PDC meeting and suggested that a verbal submission to that meeting is also given in addition to the written one. He proposed a meeting of the working party at the Reading Room on Tuesday 20<sup>th</sup> June at 7.30pm. His proposal was seconded by Cllr Edwards and unanimously carried.

**RESOLVED that the working party on the East Creech Conservation Area be reconvened by Cllr Higgins and meets at the Church Knowle Reading Room on Tuesday 20<sup>th</sup> June at 7.30pm.**

164.17 Cllr Edwards mentioned that the current suggestions from CKPC to PDC about the East Creech conservation area which involved some increase rather than diminution would mean possible encroachment on the neighbouring Steeple parish. Following discussion, Cllr Higgins offered to contact the Steeple Chairman of Parish Meeting to discuss the matter and this was accepted by all present. The suggestion was taken up and formally proposed by Cllr Burt and seconded by Cllr Edwards. Members agreed to the proposal.

**RESOLVED that Cllr Higgins liaise with the Steeple Chairman of Parish Meeting (Mr Christopher Langham) on the proposals produced by CKPC with regard to the boundary changes of the East Creech Conservation Area by Purbeck District Council’s planning officers for consideration by Purbeck District Council.**

165.17 Discussion continued and it was suggested by Cllr Parker a contingency plan be prepared for the event that CKPC’s objections are not accepted. This was accepted by those present.

166.17 Discussions complete, Cllr Higgins thanked the Parishioners for their contribution to public discussion and then suggested that the business meeting continued.

#### **DECLARATIONS OF INTEREST FOR THE MEETING**

167.17 Cllr Parker declared an interest as a neighbour with regard to planning application 6/2017/0268 to be discussed later in the meeting.

#### **POSTPONEMENT OF MATTERS ON THIS AGENDA TO JULY MEETING OF THE PARISH COUNCIL**

168.17 Cllr Parker proposed that agenda items 5 (Election of Parish Council Chairman), item 6 (Election of Parish Council Vice-chairman) and item 9 (Appointment of Councillors to Areas of Special Interest) be postponed to the July meeting of the Parish Council for further discussion and resolution. There was some discussion about the special interest area responsibilities of ex-councillor Mrs Best. It was then proposed by Cllr Parker that the current responsibilities held by the Councillors be continued for this

year and that those held by ex-councillor Best be discussed and distributed at the July meeting. This was seconded by Cllr Page.

**RESOLVED that the current areas of special interest held by Members of the Parish Council continue for this year and that those previously held by ex-councillor Best be distributed amongst willing Members for this year at the July meeting as in item 9 of the agenda. It was FURTHER RESOLVED that items 5 and 6 of the agenda be postponed for discussion and resolution until the July meeting.**

#### **DECLARATIONS OF INTERESTS OF MEMBERS OF THE COUNCIL**

169.17 The Clerk reminded Members of the need to inform the monitoring officer of PDC if there had been any material changes in their circumstances which may affect their decisions as Parish Councillors. Members noted his comments and none admitted to any such changes since their completion of the requisite declaration forms since appointment as Councillors.

#### **APPOINTMENT OF COUNCILLORS TO POSITIONS OF SPECIAL INTEREST**

170.17 The Chairman of the Meeting reminded Members that this item had been postponed to the July meeting.

#### **MINUTES OF MEETING HELD ON 09<sup>th</sup> MAY 2017**

171.17 The Minutes, which had been circulated before the meeting were read and it was proposed by Cllr Edwards, seconded by Parker, that they were a true record of the proceedings of the Parish Council meeting of 09<sup>th</sup> May, 2017. All Members who attended that meeting were in agreement and the motion was carried; those Members not having attended abstaining. The Chairman of the meeting duly signed the minutes.

**RESOLVED that the Minutes be accepted as a true record of proceedings of the Parish Council meeting of 09<sup>th</sup> May 2017 and they be duly published as such. The Chairman of the meeting would upload them to the Church Knowle Parish Council Website and where, appropriate, would arrange for copies be affixed on the notice boards.**

#### **MATTERS ARISING FROM THE MEETING HELD ON 09<sup>th</sup> MAY 2017**

172.17 Cllr Parker referred to Minute No 132.17 and the vacancy caused by resignation of Mrs Best. Discussion then followed about the need to fill that vacancy and it was suggested that Parishioners should be approached directly as well as having the vacancy advertised.

173.17 The Clerk reported on discussion he had with one of the managers of the "Dorset Superfast Broadband" project about the installation of the broadband junction box. He reported that the manager was not keen on attending a Parish Council meeting to answer questions, but was not averse to attending a site meeting with a small number of Councillors to discuss how the box could be "camouflaged". Members noted his comments. Cllr Higgins suggested that had the organisers of the broadband service communicated with the Parish Council beforehand, a better site may have been found. All were in agreement with Cllr Higgins' views. Cllr Higgins proposed that the manager concerned be invited to a site meeting to discuss the matter and that the Clerk arranges such a meeting to include interested near residents as well as the Parish Councillors. This proposal was seconded by Cllr Edwards who expressed her wish to attend. All Members were in agreement with the proposal.

**RESOLVED that the Clerk arranges a site meeting at the Church Knowle broadband box with Mr Dominic Fitzpatrick of Dorset Broadband, Councillors and interested residents.**

#### **PLANNING MATTERS**

##### **Planning Applications –**

174.17 **App No: 6/2017/0266 & 0267 – 2, Cotness Cottages, East Creech - Rebuild existing barn for use as a domestic workshop, replace existing store and erect extension to cottage to form a log store.** Members examined the application and discussed the proposals. They had no objections to

the proposed development. Cllr Bugler proposed that the Parish Council should confirm to Purbeck District Council that it had no objections to the proposals and support the application. This proposal was seconded by Cllr Parker. The motion was carried unanimously.

**RESOLVED that Clerk confirms to Purbeck District Council that the Church Knowle Parish Council has no objections to the proposals in Application Nos 6/2017/0266 & 0267 and supports the applications.**

175.17 **App No: 6/2017/0268 – West Bucknowle Lodge, Church Knowle – Erection of outbuilding.** Cllr Parker declared an interest as a neighbour without any pecuniary interest in the application. Members examined the application and discussed the proposals. They had no objections to the proposed development. Cllr Bugler proposed that the Parish Council should confirm to Purbeck District Council that it had no objections to the proposals and support the application. This proposal was seconded by Cllr Burt. The motion was carried, Cllr Parker abstaining.

**RESOLVED that Clerk confirms to Purbeck District Council that the Church Knowle Parish Council has no objections to the proposals in Application No 6/2017/0268 and supports the application.**

#### **Planning Applications Received After Publication of Agenda -**

176.17 The Clerk reported that none had been received

#### **Unlawful Developments**

177.17 The Clerk advised the meeting that he had made comments, as requested by the Parish Council, about erection of gates on the land referred to in Minute No 134.17. Members noted his comments.

178.17 The Clerk reminded the meeting he had given a report regarding progress, or otherwise, regarding the BT broadband junction box in Church Knowle earlier in the meeting. (Minute No 173.17)

#### **Past Planning Matters**

179.17 The results of planning applications previously reviewed by the Council and described below were noted:

**6/2017/0203 - Carefree Cottage, 156 Furzebrook Road, Stoborough, BH20 5AR - Erect a single storey side/rear extension. – Not yet Determined**

**6/2017/0107 – Withy Lakes, Church Knowle - Variation of condition 2 of planning approval 6/2016/0544 (Sever land and redevelop existing redundant agricultural building with small extension to north east side to create a single storey residential dwelling within its own curtilage) to include changes to the external appearance of the building including the roofline. – Approved by PDC**

**6/2017/0106 – Barnston Manor, Devil’s Staircase, Church Knowle - Replacement of rotted timber lintels with new oak lintels – Approved by PDC**

**6/2017/0047 – Puddlemill Farm, Church Knowle - Variation of condition 2 and 5 of planning permission 6/2016/0282 and 6/2016/0283LB - (Erect rear extension, external & internal alterations and refurbishment of farmhouse. Change of use and conversion of agricultural buildings to three holiday homes and associated facilities) to amend the design of the glazed link roof. – Not yet determined**

**6/2017/0246 – Puddlemill Farm, Church Knowle - Erection of rear extension and internal and external alterations including works to the ground and first floors to improve insulation and structural support, replacement of some windows & doors, insertion of new conservation roof light and rebuilding of dairy wall. Not yet determined**

**6/2017/0211 - Land opposite The Bungalow, Grange Road, Creech, Wareham, BH20 5DG - Erection of a shed, composting toilet, polytunnel and stables. – Not yet determined**

**6/2017/0096 - 47 Furzebrook Road, Stoborough, BH20 5A - Demolish existing garage and erection of a timber garage with habitable roof-space for use as an office. – Not yet determined.**

## **FINANCE & ADMINISTRATION**

- 180.17 The Clerk reported that a contract for signature by the “Proper Officer of the Parish Council” had arrived from British Telecom so that Church Knowle Parish Council could adopt the Steeple BT telephone box as approved at the April meeting of the Parish Council (Minute No 097/17). As part of the contract the sum of £1.00p had to be paid to British Telecom plc to enable the adoption to go ahead. Without that payment, the telephone box would be removed and this was imminent since the order for its removal had been made in October of the previous year. The contract had been received after close of business and completion of the financial report prepared for the June meeting and bearing in mind the past decision by the Parish Council not to pay invoices received after the close of business and preparation of the financial statement, it would be necessary for the Council to provide a special dispensation by resolution to pay the £1.00p adoption fee at this time. He advised the Council that if the £1.00p fee was held over until the July meeting there was a considerable risk that the telephone box would be removed, as suggested by BT, because the contract could not be completed in time. There was some discussion about the matter, Cllr Higgins objecting at first to the payment on the grounds that this could set a precedent for other payments. There was some discussion on the matter and Cllr Edwards proposed that the £1.00p fee be added to the June 2016 payments to secure the contract which should be completed as soon as possible by the Clerk as “Proper Officer” for the Parish Council. The motion was seconded by Cllr Higgins and carried unanimously.

**RESOLVED that that the £1.00p fee required by British Telecom PLC for the adoption of the telephone box concerned be added to the June 2016 payments to secure the contract which should be completed as soon as possible by the Clerk as “Proper Officer” for the Parish Council.**

- 181.17 The monthly accounts were presented for examination. After checking and adding £1.00p fee from BT (see Minute No 180.17), it was proposed by Cllr Parker, seconded by Cllr Page that they were accepted as correct. The motion was unanimously carried.

**RESOLVED that the accounts as presented and amended to include the £1.00p fee required by BT are approved and that the Chairman of the meeting be authorised to sign them as such.**

- 182.17 The accounts were signed by the Chairman of the meeting.

- 183.17 The Chairman of the Meeting presented the monthly invoices to be paid. Cllr Parker proposed that the invoices be paid. This was seconded by Cllr Page. The motion was passed and the relevant invoices agreed for payment.

**RESOLVED that the invoices and fees be paid and payment cheques and invoices duly signed by the authorised signatories. The Clerk would send payments to the relevant creditors.**

- 184.17 The Clerk reported on the progress of the annual accounts audit, which was apparently progressing well, and would report further at the July meeting. Members noted his comments.

- 185.17 The Clerk reported on progress with regard to installation of the cardiac defibrillator at the New Inn. It would be installed and registered with South West Ambulance NHS Trust during the month. Members discussed its installation and noted the Clerk’s report.

## **CORRESPONDENCE**

- 186.17 The Clerk presented the correspondence received; e-mails received having been previously circulated to Members. Members noted the correspondence received.

## **OTHER ITEMS OF IMPORTANCE FROM THE CHAIRMAN**

- 187.17 Cllr Higgins expressed some concern that if no “permanent” Parish Council Chairman, and Vice-chairman are in place, the Council would have some difficulty in maintaining consistency of work

inasmuch as a month meeting Chairman may not be aware of hat duties have to be carried out by whom during the period between meetings. He suggested that a list of actions identifying that person, or those people, responsible for carrying the actions be identified and circulated to Members. The Clerk would adjust the style of the draft minutes to include the resolutions and who was responsible on the Council for carrying such actions out. Cllr Higgins proposed that his suggestion should be carried out as a trial. Cllr Parker seconded his proposal. The meeting agreed to the motion.

**RESOLVED that in the draft minutes produced by the Clerk, the Clerk should include the actions and names of those responsible for implementation of the actions decided by the Parish Council meeting.**

#### **ITEMS FOR THE JULY PARISH COUNCIL MEETING**

188.17 There was discussion about how the inter-current “mini-meetings” were functioning. Cllr Higgins suggested that it was probably necessary to review how these were currently organised bearing in mind that in some cases they were taking almost as long as main meetings. The Clerk advised on the items which had to be included on the agendas of such “mini-meetings” to make them lawful meetings (even as extra-ordinary meetings) and also that there was no legal requirement to have any more than 4 meetings – including the annual meeting - of a Parish Council in any year. He would report further at a later meeting which may be called. Cllr Higgins proposed that the status and organisation of “mini-meetings” be discussed at the July meeting and all Members should prepare their ideas. Cllr Page seconded his proposal.

**RESOLVED that the that the status and organisation of “mini-meetings” be discussed at the July meeting with Members presenting ideas for discussion.**

189.17 The Chairman of the Meeting reminded Members that this item had been postponed to the July meeting.

190.17 Cllr Parker advised Members that the tenant of the New Inn had offered to pay for repair of the safety railings on the raised pavement in Church Knowle village. He also suggested that he would be pleased to assist in weed clearance in the village and join a working party to look at ways of improving the village environment of Church Knowle. The Clerk advised the meeting as a point of information that since DCC had withdrawn Dorset Community Partnership funding to parish councils for road weeds clearance some years ago Church Knowle had not contracted anyone to clear weeds. Cllr Parker proposed that the matter be discussed at the July meeting and that she contact Mr Maurice Estop, the tenant concerned, with a view to him attending the July meeting to discuss his proposals. Cllr Higgins supported her proposal.

**RESOLVED that Cllr Parker contact Mr Estop of the New Inn and invite him to the July meeting of the Parish Council to discuss his proposals for Church Knowle village and in for weed clearance and repair of the wooden railings in Church Knowle village.**

191.17 Cllr Bugler asked if verge parking in Church Knowle village be put on the agenda for July’s meeting for discussion and action. He would lead. Following discussion, he proposed that the item be put on the agenda and was seconded by Cllr Higgins. His proposal was agreed to by Members.

**RESOLVED that a discussion about verge parking by vehicles be held at the July meeting of the Parish Council. Cllr Bugler would take the lead in discussion.**

#### **PERIOD FOR DISCUSSION**

192.17 Cllr Higgins asked the meeting if they had any objection to him, acting on behalf of the Purbeck Litter Group, putting up temporary sign(s) in Church Knowle Parish on a weekly basis asking people to “Keep Purbeck Litter Free” or similar wording. Members agreed unanimously they would have no objections.

**RESOLVED that the Church Knowle Parish Council have no objections to the placing of signs by Cllr Higgins on behalf of the Purbeck Litter Group asking people to keep Purbeck Litter-free.**

193.17 The Clerk reported he had received a request from Dorset Police for one of its PCSOs to come to a meeting of the Parish Council to introduce himself and give information about local crime, etc. The Clerk explained he had suggested July as possible date. Members felt that as July's agenda was quite full, it would be better to invite him to the September meeting. The Clerk agreed he would do as requested by the Council.

**RESOLVED that the Clerk would invite a representative of Dorset Police to the September meeting of the Parish Council to discuss constabulary matters.**

**CLOSURE OF MEETING**

194.17 There being no further matters Cllr Page closed the meeting at 9:21 pm.

## ACTION LIST FROM JUNE MINUTES

Minute No	Action	Responsibility
157.17	Cllr Higgins should act as Chairman for the June Parish Council meeting	Cllr Higgins
159.17	June Agenda be brought forward for discussion during the Public Discussion Period, that Parishioners could be involved in the Parish Councillor's discussions on the matter and that that motions carried during discussion on this item during Public Discussion be held as if resolved during the main business meeting	All Members
160.17	Cllr Higgins presents Church Knowle Parish Council's case regarding the alteration of the East Creech Conservation Area's boundaries at the Purbeck District Council meeting on 11 <sup>th</sup> July 2017	Cllr Higgins
161.17	Cllr Bugler/daughter be asked to invite Prof Hart and his colleague to the PDC meeting on 11 <sup>th</sup> July 2016 as guests of Church Knowle Parish Council	Cllr Bugler
163.17	RESOLVED that the working party on the East Creech Conservation Area be reconvened by Cllr Higgins and meets at the Church Knowle Reading Room on Tuesday 20 <sup>th</sup> June at 7.30pm.	Cllr Higgins
164.17	Cllr Higgins liaises with the Steeple Chairman of Parish Meeting (Mr Christopher Langham) on the proposals produced by CKPC with regard to the boundary changes of the East Creech Conservation Area by Purbeck District Council's planning officers for consideration by Purbeck District Council	Cllr Higgins
168.17	Areas of special interest currently held by Members will continue for the current year. In addition, Members will consider which areas of special interest previously held by the Member who held the currently vacant post they may wish to take on.	All Members
171.17	The approved June meeting Minutes of the Parish Council will be uploaded onto Church Knowle Parish Council Website	Cllr Higgins
171.17	The approved June meeting Minutes of the Parish Council will be affixed in the notice boards where appropriate.	The Clerk to the Council
173.17	A site meeting is arranged with Mr Dominic Fitzpatrick of Dorset Broadband to discuss the siting of the Church Knowle broadband junction box. Interested neighbours will also be invited to attend	The Clerk to the Council
174.17	Clerk confirms to Purbeck District Council that the Church Knowle Parish Council has no objections to the proposals in Application Nos 6/2017/0266 & 0267 and supports the applications	The Clerk to the Council
175.17	Clerk confirms to Purbeck District Council that the Church Knowle Parish Council has no objections to the proposals in Application No 6/2017/0268 and supports the applications	The Clerk to the Council
180.17	Contract for the adoption of the Steeple telephone box be signed and delivered to BT along with £1.00p fee as soon as possible.	The Clerk to the Council
187.17	In the draft minutes, the Clerk will include an action and responsible person list for those actions	The Clerk to the Council
188.17	The status and operation of "Mini-meetings" to be discussed in July. Members to consider their ideas.	All Members
190.17	Mr Maurice Estop to be invited to attend the Parish Council meeting in July to discuss his proposals.	Cllr Parker
191.17	Parking of vehicles on verges in Church Knowle to be discussed at the July Parish Council meeting. Cllr Bugler to put forward his proposals.	Cllr Bugler

192.17	Purbeck Litter Group to place anti-litter signs in Church Knowle and Parish.	Cllr Higgens
193.17	Dorset Police to attend Council meeting in September.	The Clerk to the Council