**ANNUAL PARISH MEETING MINUTES**

**1st MAY 2025 at the Portman Hall, Shillingstone**

1. **AGREEMENT OF THE MINUTES OF THE 2024 ANNUAL PARISH MEETING**

The minutes of the Annual Parish Meeting held on 2024 were approved & signed by the Chairman.

1. **CHAIRMANS REPORT 2024-2025**

Cllr Rachel McNamara provided a presentation of the finances and main achievements of the last year:

**Year on Year comparison:**



**Main expenditure items**

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1. **Main Successes 2024/2025**
* **Anti-social measures –** CCTV cameras have been installed at Augustan Avenue & the Recreation Ground. It has been reported that the village much quieter since then in terms of Anti-Social Behaviour, although there has been a graffiti issue. This project was part funded by a grant of £4,500 from Dorset Police under their ‘Operation Relentless’ initiative.
* **Neighbourhood Plan refreshment –** this necessitated the use of a professional consultant and was largely funded by a public grant. This will take the village through the next 5 years with a viable plan which must be considered by planning authorities. The refreshed plan contains a lot of technical information concerning local needs and issues but does not include any new policies or requests for new sites.
* **Youth project –** while not well attended there were some ideas emerging and these may be continued.
* **Completed War memorial railing –** delayed completion due to planning and other issues
* **Flooding and drainage mapping –** village mapping incorrect and is now in the process of being amended for the benefit of the Neighbourhood Plan and future development
* **Implemented 30 mph limit at Cookswell –** the Traffic Regulation Order has now been implemented and the limit moved. This may allow other measures such as a pedestrian crossing to be further considered
1. **Projects for 2025/2026**
* **Sign-off Neighbourhood Plan**
* **Start crossing at Cookswell campaign**
* **Natural Pond and water butt projects**

**NEIGHBOURHOOD PLAN REFRESHMENT**

The Chairman summarised the amended policies in relation to the refreshed Neighbourhood Plan:

**Policy 1 - Local Green Spaces**

Burtons Orchard and the adjoining play area have been included as Local Green Spaces.

Future reviews will look to include:

* the wildflower meadow at the Old Ox
* North Dorset Beekeepers Association site/Lavender Farm site

**Policy 2 - Our roads, lanes and tracks**

Policy 2 renamed and expanded to align with national planning policy:

* highlights safe use of the roads and tracks around the parish
* traffic management issues, including increased traffic volumes
* parking provision – is a major issue in the village
* inclusion of street trees. This helps the plan align more with local development needs
* Safe road crossings are an issue, at both Augustan Avenue and Cookswell. The implementation of the expanded 30 mph limit at Little Lane may serve to enable the possibility of a crossing at Cookswell.

**Policy 3 - The character and design of new development**

* Expanded to include support for design measures to reduce carbon use and waste and improve biodiversity, water diversity and respond to Dorset Councils declared nature and climate change emergency.
* best considered as part of the early design process, developers will be encouraged to consult the Parish Council before plans are finalised
* Includes the height of houses and how a scheme may enhance an area of the village, including the impact on views & footpaths

**Policy 4 - Important community facilities**

* The new Co-op local convenience store has been added
* Supporting text for The Old Ox has been updated noting registration as an Asset of Community Value in 2022, and the recent decision to reduce the associated area
* The proposed wildflower area associated with the land at the Old Ox development will be kept under review. It was noted that this is intended to be a private green space to which the community will not have access
* The policy has been amended to give clearer direction for future developments by adding a requirement for clear, independently verified evidence that such a loss should not compromise that locations viability.

**Policy 5 - Development within the settlement boundary**

* Updated to reflect changes in housing, employment and community facilities
* Higher housing targets from national policy and standard methods calculations revises targets from **40** to **54 homes** (an uplift of 35%)
* Housing land supply table included, recording completions in plan period,
* The extant planning consents and remaining allocations = supply of about 77 homes. This provides something of a buffer in view of the uplift to 54 dwellings
* Policy updated clarifying that release of unallocated greenfield sites outside of the settlement boundary not necessary at this time

**Policy 6 - Housing types and sizes**

* Provides guidance on house sizes – mix reflects overriding need for 2 and some 3-bedroom properties,
* Any new applications to build 4+ bedroom properties needs justification
* Evidence suggests landowners are seeking to duck out of affordable housing commitments by bringing land parcels through separate applications thus creating sites of under 0.5ha and no requirement for affordable housing – policy has provisions seeking to prevent this.

**Policy 7 - Antell’s Haulage Yard (AH)**

No change to the policy

**Policy 8 - Candy’s Lane (CAN)**

No change to the policy

**Policy 9 - Land adjoining the Cobbles (COB)**

The development of this site is now complete. Policy removed

**Policy 10 - Hine Town Lane North of the Old Ox (HTL-N)**

* Highlights need for affordable and smaller dwelling types, and to provide guidance on building heights safeguarding rural character and privacy and amenity of residents whose properties back onto the site.
* Clarifies need for landscaping and permanent green space reinforcing rural
* Issues relating to the disposal of surface water clarified

**Policy 11 - . Land at the Old Ox (OX)**

* Updated reflecting approval for housing
* Focus on parking and pub garden /open spaces for pub viability

**Policy 12 - Hine Town Lane South of the Old Ox (HTL-S)**

The development of this site is now complete. Policy removed.

**Policy 13 - Whitepit Farm buildings (WPF-B)**

No change to the policy.

**Flood Risks**

There are flood risks around the village but the mapping supporting development and possible countermeasures has been shown to be incorrect. The excellent work of Councillor Pomeroy was noted in terms of practical work to alleviate drainage issues and working with other agencies to demonstrate that waterways were not correctly mapped originally; this has involved considerable liaison with the Environment Agency, Dorset Council and the Rangers.

The Parish Council will consider what measures can be taken locally to reduce surface water flood risks including encouraging the use of water butts and drainage remediation, possibly including Natural Flow Management measures, involving the creation of a pond at the Recreation Ground.

**Q & A**

* A question was asked in relation to the size of gardens given the emphasis of providing 2/3 bedroom houses and whether consideration would be given to adequate garden size. This was noted.
* A concern was raised concerning public access to the proposed ‘wildflower meadow’ re the Land at the Old Ox site. This will be kept under review.
* It was noted that the failure to maintain local ditches had contributed to the local flooding issues; there was a difficulty of establishing precisely who has responsibility for which watercourse.
* There was a concern that Community Infrastructure Levy in relation to new developments may not actually be being passed over by Dorset Council to Parish Councils – this matter will be followed up. *It has been subsequently confirmed that the North Dorset area is still subject to s.106 agreements and parishes in this area will not receive Community Infrastructure Levy contributions.*

The Chairman confirmed the timetable for review of the refreshed NP:

* **1 May 2025 -** Neighbourhood Plan available on PC website and at The Church Centre
* during Post Office Opening Times
* **13 June 2025 -** Last day for feedback
* **July 2025 -** Post-consultation reviews
* **August 2025 to February 2026 -** Examinations required for plan to be made (assumes no referendum)

There being no further business the meeting closed at 8:10 pm

**David Green Parish Clerk**

***SHILLINGSTONE PARISH COUNCIL***

**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD AT**

**8:10 PM ON THURSDAY 1st MAY 2025 AT THE PORTMAN HALL SHILLINGSTONE**

**PRESENT:** Councillors R McNamara (RM) (Chairman), I Suter (Vice-Chairman) (IS) R Harwood (RH), R Leadbeater (RL) M Pomeroy (MP) K Ridout (KR) Unitary Councillor S Murcer (SM), the Clerk D Green.

In addition, there were two members of the public present.

**1001. ELECTION OF CHAIRMAN**

Cllr McNamara was nominated to stand as Chairman for the forthcoming year, seconded, duly elected and signed the Acceptance of Office.

It was agreed to discuss a possible fixed time limit for serving as a Chairman at a later point in the year.

**1002. ELECTION OF VICE-CHAIRMAN**

Cllr Suter was nominated to stand as Vice-Chairman, seconded and duly elected.

**1003. APOLOGIES FOR ABSENCE**

Cllr White & Barlow.

**1004. DECLARATIONS OF INTEREST**

None

**1005. TO APPOINT OFFICERS AND REPRESENTATIONS TO OUTSIDE BODIES**

The Council agreed to appoint Graham Rains the as the Footpaths Officer.

**1006. STANDING ORDERS/FINANCIAL REGULATIONS/CODE OF CONDUCT**

Amended versions of the Standing Orders, Financial Regulations, in line with the National Association of Local Councils model, and an updated Risk Assessment were **AGREED** by the Parish Council.

**1007. GRANTS FOR THE FORTHCOMING YEAR**

The Parish Council **RESOLVED** that the following grants should be made:

1. Parish Magazine - £ 600
2. Churchyard maintenance - £ 250
3. Shillingstone Youth Club - £ 250
4. The Vale Pantry - £250

**1008. RESERVE ACCOUNT PROVISIONS**

The Parish Council **AGREED** to the following reserve account allocations:

1. Tennis Club - £ 250
2. Play Equipment at Hine Town Lane - £ 1,500
3. War memorial - £ 250
4. Tree work - £500
5. Neighbourhood Plan - £ 1,000
6. Defibrillators - £ 300

**MINUTES OF THE MEETING OF THE MEETING OF SHILLINGSTONE PARISH COUNCIL HELD AT**

**8:20 PM ON THURSDAY 1st MAY 2025 AT THE PORTMAN HALL SHILLINGSTONE**

**PRESENT:** Councillors R McNamara (Chairman), I Suter (Chairman) (IS) R Harwood (RH), R Leadbeater (RL) M Pomeroy (MP) K Ridout (KR) Unitary Councillor S Murcer, the Clerk D Green.

In addition, there were two members of the public present.

**1009. APOLOGIES FOR ABSENCE**

Cllr White & Barlow

**1010. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION**

None.

**1011. MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 3rd April 2025 were approved.

**1012. MATTERS ARISING**

The Chairman noted that there had been a response from Dorset Council to the Freedom of Information request made regarding the Land at the Old Ox Planning application. The documents provided indicated that the Chair of the Planning Committee had made a request for the decision to be made by the Northern Area planning committee and not be a delegated officer decision, or that there should be community consultation to ensure that appropriate conditions were attached to the application which reflected local concerns. There was no evidence of any reply to this email. It was agreed that this should be followed up.

**1013. COUNCILOR REPORTS**

Councillor Pomeroy’s Highways report was noted. A number of issues has been raised with the Community Highways Officer but a response had not been received. The issue of a 20-mph speed limit between Cookswell and Augustan Avenue had been raised during the process of refreshing the Neighbourhood Plan. The Clerk has asked the Dorset Road Safety Team to confirm their advice concerning this.

**1014. PLANNING APPLICATIONS**

**P/HOU/2025/01973 - Agglestone Church Road Shillingstone DT11 0SL.** Erect porch; Replace doors and window with associated works. There were no objections to this application.

**1015 FINANCES**

**i) Retrospective Payments approval:** the following payments were **APPROVED**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Payee Name** |  **£ Total**  | **Reason** |
| 02/04/2025 | Shillingstone Cricket Club |  **£ 416.66**  | Mowing |
| 07/04/2025 | Azet Holdings Limited |  **£ 252.00**  | Payroll services  |
| 07/04/2025 | Dorset Planning Consultant Ltd |  **£ 1,574.16**  | NP Plan refresh fee |
| 07/04/2025 | Rialtas Business Systems Ltd |  **£ 243.60**  | Accounting software fee  |
| 07/04/2025 | Elite Playground Inspections |  **£ 90.00**  | Inspections Rec + AA |
| 07/04/2025 | Dorset Council |  **£ 734.58**  | SLA agreement  |
| 08/04/2025 | David Green |  **£ 33.00**  | Expenses March 2025 |
| 14/04/2025 | HM Revenue & Customs |  **£ 429.60**  | PAYE + NI Q4 2024/2025 |
| 15/04/2025 | Water2business |  **£ 36.21**  | Allotments water |
| 17/04/2025 | Edens Landscapes Limited |  **£ 270.00**  | Mowing/Strimming |
| 18/04/2025 | Dorset Council |  **£ 484.38**  | Bin emptying charges |
| 22/04/2024 | SSE |  **£ 104.52** | Pavilion Electricity |
| 22/04/2025 | Lloyds Bank |  **£ 4.25** | Bank service fee |
| 24/04/2025 | E Brecknock | **£ 200.00** | Pavilion Cleaning |
| 24/04/2025 | Dorset Council  | **£ 882.00** | SID rotation service |
| 28/04/2025 | Northover Fuels | **£ 111.77** | Gas for Pavilion |
| 28/04/2025 | Safelincs | **£ 216.18** | Defib pads & battery – for Portman Hall  |
| 28/04/2025 | David Green |  **£ 828.27** | April 2025 pay |

**1016. PLAY AREAS, RECREATION GROUND AND PROPERTY CHECK**

The Council **APPOVED** the agreement of a new mowing contract with the Cricket Club for a fixed term of three years. Arrangements are been made for a desktop version of the CCTV app to be available.

**1017. CORRESPONDENCE**

The Clerk confirmed that the following correspondence had been circulated:

|  |  |  |
| --- | --- | --- |
| **DATE** | **FROM** | **DESCRIPTION** |
| 07/04/2025 | Dorset CAN | Cleaning Up Dorset's Rivers - Zoom Event |
| 14/04/2025 | Roger Sewell | A Country Journey 2025 Can you help?  |
| 15/04/2025 | Simon Hoare M.P.  | Roundtable invitation 13th June 2025 |

**1018. ITEMS FOR THE NEXT AGENDA**

* Approval of Internal Audit report/Annual Governance Statement and Accounting Statements
* Review of arrangements for Summer Event at the Old Ox

**1019. NEXT MEETING**

The next meeting will be on **Thursday 12th June 2024 at 7:00 pm**, at the Portman Hall. There being no further business, the meeting closed at 20.55