**Minutes of the Meeting of HIGH STOY PARISH COUNCIL held on Tuesday 7 February 2017 7.30pm at Hermitage Village Hall**

**Present:**

PCllrs George Grazebrook, Eveline Jones, Peter Rowland, David Whiteoak, Dawn Griffin, Kevin Pescott, Amy Sellick (Clerk), DCllr Mary Penfold, 4 members of the public including Jeremy Cozens, Ray Dickerson, Kerry Straughan and Wendy Hounsell

1. **Apologies** - Pete Smith PCSO (Beaminster Police), CCllr Matthew Hall, Paul Thatcher

2. **Declarations of Interests** - None

3. **Minutes of last meeting** - Held on 13 December 2016 were approved

4. **HighWays** – Paul Thatcher was unfortunately unable to attend the meeting

5. **Matters Arising**

a. At the previous meeting it was reported that a total of 16 replies had been received from the 120 questionnaires sent out – 9 in favor and 7 not, with 4 people willing to help organize the plan. Cllrs were asked to contact their residents for further views but have so far received none further.

b. Highways Department Responsibilities – a broken finger post has been reported, located close to the Friary. George suggested buying new lettering to rectify this.

 **ACTION: PCllr Grazebrook**

c. The Chair and new Clerk have completed their website training and the site is now live. Councilors were invited to visit the site. It was agreed that we will re-fresh photographs every 3 months/Season.

 **ACTION: Clerk**

d. Adding a paragraph to the current Standing Order and Website was discussed with a view to ensuring Transparency over electronic vs face to face meetings and protocol around Planning Applications. PCllr Grazebrook proposed the paragraph appended, seconded by Cllr Whiteoak, which was then unanimously agreed. High Stoy PC agreed to check DAPTC guidelines on protocol re. need for face to face meetings to review Planning Applications.

 **ACTION: Clerk**

e. The Chair debriefed the attendees on the recent Sherborne Town Meeting on Parish Clustering and agreed to circulate a list of proposed new PC responsibilities and notes from the meeting. This will be discussed again at next meeting.

 **ACTION: PCllr Grazebrook**

6. **Planning Matters**

a) **WD/D/16/001770** to demolish Yew Tree Cottage and outbuildings and replace with replacement dwelling – appeal has been submitted and awaiting a decision

b) **WD/D/16/002136** replacement of existing agricultural building with 2 agricultural workers dwellings, 3 Gates Farm, Leigh – Objection submitted and awaiting decision

7. **Financial Matters**

a) Balance of HSBC account is £2476.89 as of 18th January 2017. Retrospective approval was given for salt expenses amounting to £232.65 inc VAT.

b) The new Clerk, Cllrs Grazebrook and Whiteoak are now signatories for cheques. The previous Clerk (Kerry Straughan) and Cllr Jones have been removed.

c) Correspondence address for statements will now be changed from the previous Clerk’s to the new Clerk’s address

d) Cllr Pescott raised the a query regarding the Clerk’s PC and whether it is a necessity that the PC used for Parish Council business is funded by the Parish and separate from her private device. The Clerk agreed to investigate.

 **ACTION: Clerk**

8. **Foot Path Update**  There are currently 9 RoW issues under investigation, 5 awaiting works and 2 under further investigation within the 3 parishes.

9. **Correspondence**

a) Suggested reduction in Bus Services was discussed and it was agreed to add a copies of the list of possible services to be cut to the Parish notice boards.

b) It was agreed that the Clerk should add ‘Delivery receipt’ to correspondence deemed important to ensure that Cllrs are receiving them.

 **ACTION: Clerk**

10. **Matters of Interest and Information**

a) Cllr Grazebrook informed PC of cover under our Public Liability Insurance and Personal Accident and volunteers – PC is covered so long as the PC are informed of activity. It was suggested that the PC should check with DAPTC if there is a standard Generic Risk Assessment for Volunteers.

 **ACTION: Straughan**

b) Jeremy Cozens informed the attendees of his plans for a Great British Spring Clean-up. Grazebrook proposed that we nominate Cozens to organize this for 4th March, seconded by Cllr Whiteoak with no objections. It was suggested that we submit a notice to the WVM.

 **ACTION: Cozens**

11. **Date of Next Meeting** – AGM Monday 22nd May 7.30pm, Hermitage Village Hall

Appendix:

Matters Arising point d) Suggestion addition of text to Standing Order:

‘Where applications are received and time constraints prohibit the calling of a meeting of the Committee, the Councillors relevant to the Civil Parish to which the application applies, shall have delegated authority to collate the collective views of the Parish members and other Councillors and to submit a response on behalf of the Committee to the Planning Authority. Where a Planning application is non-contentious and routine, a collective response by consensus of the council, may be made by electronic communication and minuted at the next scheduled Parish Council meeting. If the planning is deemed complex or controversial it may be deemed necessary to delay feedback until following the next scheduled Parish Council meeting or to call an additional meeting.’