

**Lydlinch Parish Council**  
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**Approved minutes of Minutes of the Annual Lydlinch Parish Council Meeting held on 21<sup>st</sup> May 2018 commencing at 7pm.**

**Present Councillors:** Mr C May (Chairman ), Mrs Z Cheetham, Mrs G Tite , Mr L Tuffin, Mr J Worth & Mr V Vining.

T Watson (Clerk)

**In attendance**

There were no members of the public in attendance.

W Batty-Smith (North Dorset Dist. Cllr) and P Batstone (Dorset County Cllr.) were in attendance. Apologies had been received from G Carr-Jones (North Dorset Dist. Cllr).

**1. To elect a Chairman and receive the declaration of office.**

**RESOLVED: C May was nominated, seconded and duly elected, the declaration of office was signed.**

**2. To elect a Vice- Chairman and receive the declaration of office.**

**RESOLVED: L Tuffin was nominated, seconded and duly elected, the declaration of office was signed.**

**3. Democratic period (For public comments).**

None.

**4. To receive apologies.**

T Frizzle

**5. Declarations of interest.**

None.

**6. To approve the minutes of the meeting - held on 19th March & 16<sup>th</sup> April**

**RESOLVED: The minutes of the meetings having previously been circulated to Councillors were approved and signed by the Chairman.**

**7. Planning**

**a) Response to NDDC planning consultations.**

**2/2018/0447/OUT Develop land by the erection of up to 6 No. dwellings. (Outline application with all matters reserved). | Land At Goddards Farm B3143 - Blackrow Lane To Holwell Road Kings Stag Dorset. Mr D Ford c/o Symonds Sampson.**

It was noted that the outline application being considered was for the principal of development on the site only and whilst a majority of members understood that the countryside policy was in abeyance pending NDDC achieving the required housing numbers, they still felt that it principals should be adhered to in this situation. There was a view that the site was suitable for development which was in the minority. Some members expressed concerns at the accuracy of the design and access statement in terms of its description of the village, transport links and amenities.

**RESOLVED:** It was prozed and agreed not to support the application as members consider Kings Stag to be part of the open countryside area and it is recognized as such in the local plan's 'countryside policy'. Therefore the application is considered to be contrary to the 'countryside policy' and should the Officer be mindful to recommend approval members request that the application goes before the Development Management Committee.

Further to this members would like to make the following comments:

- There is no evidence of the ecological survey the design and access statement mentions
- The application misunderstands the very nature of the village where there are limited lengths of road with buildings on both sides and the green enveloping countryside is a vital asset.
- The design an assess statement is inaccurate in describing Kings Stag as urban. Kings Stag is as a small rural settlement which gives it a particular landscape value and protecting this is an essential part of the local Plan's provision
- It is considered that the current sewage system is already at full stretch and any additional development would only place the system under further strain
- The design and access statement is inaccurate in is statement with regard to the regularity of the bus service as there are just 2 bus services per week from Kings Stag to Sturminster Newton and Yeovil (which need to be pre-booked) and in its' suggestion that there is excellent sustainability. The amenities in Kings Stag amount to a Village pub who's future is uncertain, an outreach post office which operates for 2 hours a week and the nearest primary school or GP surgery is 6 miles away.

*Vote record 4 for / 1 against / 1 abstention*

**b) Report of responses made under delegated terms in conjunction with standing order 15b xv.**

2/2018/0466/HOUSE Erect single storey extension (demolish existing conservatory) with raised decking. Create new vehicular access to highway, blocking up existing access. Mr T Lance

Members have no objection to the application but are rather surprised to see that the proposed materials for the new extension to do match those of the existing building.

2/2018/0341/HOUSE Convert existing timber framed garage to form additional living accommodation. Fallows Rest Access to Two Fords House Lydlinch DT10 2HU. Mr & Mrs Moore

Lydlinch Parish Council has no objection to the application as long there is adequate parking and turning provided for vehicles given that the garage is to be removed.

**b) Recent decisions of NDDC Development Management Committee.**

2/2018/0223/HOUSE Erect two storey extension (demolish existing). Willow Cottage Access Road to Willow and Hollow Hill Cottages Lydlinch DT10 2JD. **Permission Granted**

**c) Appeals and matters of report from previous applications.**

None

**d) Planning matters of report.**

None.

**7. To receive Parish Councillors views.**

C May will get on and stain the notice boards and Kings Stag Village sign post. The dog bin at King Stag is being used for domestic waste and the insert from the new dog bin at Kings Stag has gone missing.

**8. To receive Dorset District Councillors reports.**

B Batty-Smith gave an update on the progression to the new Unitary Council which will be called 'Dorset Council'.

**9. To receive the Dorset County Councillors report.**

P Batstone report attached to minutes as addendum.

**11. To resolve the ongoing maintenance of an additional dog bin at Kings Stag C May**

**RESOLVED: To alter the contract with IKS to incorporate the additional dog bin at Kings Stag and £137.50 for one year.**

**12. To appoint a data protection Officer for Lydlinch Parish Council.**

**RESOLVED: The Clerk was appointed as data protection Officer for Lydlinch Parish Council.**

**13. Review of delegation arrangements to committees, sub-committees, staff and other local authorities.**

The Parish Council does not delegate any of its duties to other local authorities. The Clerk has no delegated powers and the delegation arrangements for minor planning applications are laid out in Standing order 15b xv).

**RESOLVED: A Review of delegation arrangements to committees, sub-committees, staff and other local authorities.**

**14. Review of the terms of reference for committees.**

**RESOLVED: The Parish Council has no sub-committees.**

**15. Appointment of members to existing committees.**

**RESOLVED: There are no existing committees.**

**16. Appointment of any new committees in accordance with standing order 4.**

**RESOLVED: Not to appoint any new committees in accordance with standing order 4.**

**17. Review and adoption of appropriate standing orders and financial regulations.**

Members have personal copies of the Standing orders. The Clerk advised that there had been no changes to the standing orders and financial regulations during the year 17/18.

**RESOLVED: A Review of appropriate standing orders and financial regulations was carried out.**

18. **Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities.**

**RESOLVED: That no charters or agency agreements are in place**

19. **Review of representation on or work with external bodies and arrangements for reporting back.**

**RESOLVED: A review of representation on or work with external bodies and arrangements for reporting back was carried out. Mr C May is the DAPTC representative and Mr T Fizzle is on the Hooper Hall Management Committee. It was agreed that reporting back would be done via Parish Councillors views.**

20. **To make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future.**

It was noted that the Council is eligible in terms of the proportion of elected members and the Clerks SILCA qualification. However the Clerk needs to add the module to her SILCA qualification.

21. **Review of inventory of land and assets including buildings and office equipment.**

It was noted that the additions was the dog bin at Kings Stag.

**RESOLVED: A review of inventory of land and assets including buildings and office equipment was carried out.**

22. **Confirmation of arrangements for insurance cover in respect of all insured risks.**

The Clerk presented the policy for 2018.19 it was noted that the dog bins were not included as their value is equal to the £100 access.

**RESOLVED: Confirmation of arrangements for insurance cover in respect of all insured risks.**

23. **Review of the council's and/or staff subscriptions to other bodies.**

It was noted that the Parish Council currently subscribe to the DAPTC.

**RESOLVED: To subscribe to the DAPTC for the year 18.19.**

24. **Review of the council's complaints procedure.**

The Clerk advised that there had been no changes in terms of legislation or the Councils operations since adopting the current complaints procedure in May 2015.

**RESOLVED: A review of the Council's complaints procedure was carried out.**

25. **Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.**

The model publication scheme (Information act 2000) has been previously approved by the Council. The purpose of this publication scheme is to show what classes of Council information are available routinely. A copy of the schedule is retained in the Clerk's office, the TC may decide to put the scheme on the web site. Any requests made under the freedom of information and data

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protection acts will be dealt with according to the model publication scheme. The Council has had no requests for information in conjunction with the freedom of information act in the last year.

**RESOLVED: That the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 remain.**

**26. Review of the council's policy for dealing with the press/media.**

**RESOLVED: That the Council's policy for dealing with the press/media remain.**

**27. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.**

**RESOLVED: To accept the set dates, time & place of ordinary meetings of the Full Council for the year ahead as presented.**

**28. To resolve if the Parish Councils wishes to certify itself exempt from an Annual Governance & Accountability return or submit its annual return to the external auditor for a limited assurance review for the financial period 17.18**

The Clerk advised that there had been a major change to the requirements for smaller authorities for the 2017/18 reporting season. The main change to the requirements of the regime relate to those smaller authorities who are eligible to exempt themselves from our review. Although there is no change at all to the requirements for all smaller authorities to complete and approve an Annual Return, now known as the Annual Governance and Accountability Return (AGAR), and provide for public rights, exempt authorities must meet a number of specified criteria and then provided those criteria are satisfied they only need submit a copy of their exemption certificate to the External Auditor. The exemption criteria are met if the smaller authority can declare that it has:

- Total gross income and total gross expenditure below £25k;
- No public interest report/statutory recommendation/advisory notice/judicial review/application to court re unlawful item of account issued by its external auditor\*\* in the prior year; and
- been in existence since before 1/4/14.

The Clerk advised that the above criteria is met for Lydlinch Parish Council to certify itself exempt from an Annual Governance & Accountability return and in lieu of this section 2 of the AGAR document and supporting document will be published on the PC web site. Should members wish to submit an AGAR the fee will be £200.

**RESOLVED: Lylinch Parish Council wishes to certify itself exempt from an Annual Governance & Accountability return 17.18.**

**29. Correspondence: as detailed in annex 1a.**

06.04.18	NDDC Planning Policy	Notification of submission of Sturminster Newton neighbourhood plan	Noted
30.04.18	DAPTC	Survey on LGR matters	delegated to C May to respond
02.05.18	DAPTC	Views wanted on healthcare services for children and young people in Dorset	Noted

**30. Finance.**

**a) To receive notification of the NJC Clerks salary rise.**

In conjunction with the 18.19 nalc scale

**b) To approve the accounts as presented in annex 1b. For payment.**

The Green Man KS	the period 9th February to 11th May 2018;	£125.00
T Watson	Salary April May	£278.29
HMRC	tax April & May	£71.60
Community 1st Trading	17.018 insurance premium	£206.10
IK Services	dog bin servicing April & May	£137.56
Stalbridge TC	Office services April May	£92.80
C May	Materials to stain the notice boards & village sign	£55.45

**RESOLVED: Proposed by J Worth, seconded by L Tuffin and all agreed to approve the above payments.**

**c) To receive the year-end financial report.**

The Bank statement and cash book were verified and signed.

**RESOLVED: Proposed by C May, seconded by J Worth and all agreed approve the year-end financial report.**

**d) To approve the appointment of the internal auditor for 2017/2018 accounting period and review the terms of reference and schedule for the internal audit.**

The Clerk advised that Mr Bedford is happy to do audit for a fee of £25 as last year

**RESOLVED: There was general agreement to approve the terms of reference and schedule for the internal audit and to appoint Mr Bedford as the internal auditor of year 17.18.**

**31. Clerks report on matters arising.**

DCC Highways are confident that they have resolved the overflowing drain issue at Lydlinch. On investigation they found a surface water drainage chamber that was full of foul water and pumped this out.

**32. Date of the Next meeting - The next Town Council meeting will be held on Monday 25th June 2018. All items for inclusion on the agenda must be received by the Clerk by 9.00am on Thursday 4th June 2018.**

There being no further business the Meeting closed at 8.30pm.