

# CHILD OKEFORD PARISH COUNCIL

## Minutes of the Child Okeford Parish Council Meeting held on 5<sup>th</sup> JULY 2021 at Child Okeford Community Centre at 7.00pm

### Present

Cllr. Kirsty Baird (Vice-Chair), Cllr. Karen Knapton, Cllr. Robert Smith, Cllr. Sylvia Holdeman, Cllr. Tim Cotton, and Cllr. Mark Kerridge.

**In Attendance:** Philippa Tandoh – Parish Clerk  
Alan Blundell – Footpaths Officer  
Cllr. Sherry Jespersen – Ward Councillor  
1 Member of the Public

**Apologies for absence were received from: Cllr. Susan Case & Cllr. Mary Giles**

### 21.7.01 To Receive Declarations of Interest in Matters on the Agenda

None to report.

### 21.7.02 Confirmation of the Minutes of the Parish Council Meeting held on the 7<sup>TH</sup> JUNE 2021.

The Council **RESOLVED** to approve the Minutes of the Annual Parish Council Meeting held on 10<sup>th</sup> May 2021.

**Proposed:** Cllr. K Knapton      **Seconded:** Cllr. R Smith

### 21.7.03 To Discuss Matters arising from the previous Minutes

None to report.

### 21.7.04 Public Participation

A member of the public present wished to raise their concerns regarding the road surface in The Hollow. It is reported that The Hollow was patched again this week but the road remains damaged, however, roads with little use such as Homefield and Rectory Lane have been resurfaced. The Council agree with the member of the public and suggest a member of the Council meet with the Community Highways Officer and Cllr. Jespersen to discuss.

### 21.7.05 Footpaths Report and Tree Matters

- a. Further discussion regarding the diversion of footpath N35/10

Cllr Knapton was hoping to meet with Landowner since the last meeting but has been unable to do so. The Footpath Officer updates the Council that the electric fence that was previously erected to block access to the unofficial footpath has now been removed renewing access to the unofficial footpath.

- b. Footpath Officer's Report

The Footpath Officer reports that landowners have recently erected fencing in a number of fields to fence off livestock or pasture, however, access to all legal footpaths remains.

The Rangers are due to complete their second Service Level Agreement in the coming weeks but due to a limited team their services are currently overstretched. Contact with rangers, limited team and due to do second SLA, overstretched at the moment. In addition, he reports that the Landowner has not mowed the footpath adjacent to the corn field on the Melway Lane path to the river. Cllr. Kerridge reports it is usually completed around July each year.

Cllr. Cotton, thinking of elderly residents, asks the Footpath Officer if there is anything that landowners are required to do to avoid slippery and muddy footpaths in winter especially in areas that are fenced off. The Footpath Officer explains there is nothing that can be done, he encourages walkers to wear appropriate footwear and a stick if necessary and many footpaths throughout the village are passable in the winter.

#### **21.7.06 Highways Matters**

a. In her absence, Cllr. Case reports that now restrictions have lifted she is able to meet with the Speed watch co-ordinator and Dorset Highways to discuss ongoing traffic issues throughout the village. She also reports that the hedging around the school sign was cleared but has already grown back.

#### **21.7.07 Planning Matters**

a. To Receive Decisions of Dorset Council

No Decisions Reported

b. To Consider Planning Applications

- i. P/RES/2021/01582 Land Off Haywards Lane (West Of Allen Close) Child Okeford  
Proposal: Erect 26. No. dwellings. (Reserved matters application to determine layout, scale, appearance and landscaping, following the grant of Outline Planning Permission No. 2/2019/0318/OUT)

**PARISH COUNCIL OBSERVATION: OBJECT**

The Council discussed the above application at length, a list of comments were compiled prior to the meeting which were discussed. These comments will be passed onto the Planning Consultant for professional advice as agreed in Minute item 21.7.08 at this meeting. A list of these comments is attached on 21.

- ii. P/PAEL/2021/02281 Land at E 383208 N 112654, Haywards Lane. Child Okeford  
Proposal: Erect slim lattice style telecommunications mast with antennas & dish, ground based apparatus and ancillary development.

**PARISH COUNCIL OBSERVATION: OBJECT**

The Council objected to this application on the grounds that many residents have raised concerns regarding the application and the Landowner does not support the application. The Council also discussed that they feel that the proposal has not realistically considered alternative sites. The Council suggest an alternative site on the edge of the village, such as Beehive Storage, Gold Hill Business Park which is a distance from village residents but may still provide coverage to the village.

c. To Consider Planning Appeals – None

d. To Receive Consultations –

- i. Pre-Application TEF088183 SMIP ii

Between meetings, the Council received correspondence regarding the above pre-application from a land agent. The application was circulated to the public through the village website and Child Okeford Facebook page. The Council objected and sent their concerns to the land agent regarding this consultation.

**PARISH COUNCIL OBSERVATION: OBJECT**

### **21.7.08 Planning Advice**

The Planning Committee propose to the Council that they seek the advice of a Planning Consultant for the Haywards Lane/Allen Close application (P/RES/2021/01582). The Planning Committee feel that they do not individually have sufficient knowledge and experience to ensure the correct and optimal development possible for the proposed site. The Planning Committee suggest a cost of £900.00 as they have received an indication of cost from a Planning Consultant, this cost also includes a contingency amount should the fee be more than expected.

The remaining Council agree that the Planning Committee do not have sufficient experience and knowledge in legal planning matters. They discuss that in order to ensure the best design, layout and tenure for the village and local need it would be in the best interest of the village to seek professional advice from a Planning Consultant.

The Council discuss that the £900.00 would be taken from Special Projects within the budget.

The Council **RESOLVED** to approve the cost of £900.00 from Special Projects within the budget to seek advice from a Planning Consultant.

**Proposed:** Cllr. R Smith

**Seconded:** Cllr. T Cotton

### **21.7.09 The Queen's Jubilee, June 2022**

Cllr. Knapton informs that Council that the Hey Day Committee would like to hold a street party for the long weekend in June 2022 for The Queen's Jubilee. The Street Party would take place from the village shop along the High Street to the Station Road junction. The road would be closed and a diversion placed at Haywards Lane/Station Road. Cllr. Knapton asks the Council if they would support the closure of the road and the events taking place, the Council unanimously agree their support and interest. Cllr. Holdeman and Cllr. Smith suggest that a coin or medal were given at previous jubilee events to the children of the village and the Parish Council could consider this once again. Insurance would be required for the closure of the road. **ACTION: Clerk to investigate the Council's insurance to see if this street party is included or could be added to the policy.**

### **21.7.10 Wessex Internet – Fibre Connection to Community Centre**

The Parish Council were contacted by Wessex Internet to discuss laying fibre cable in the playing field to encourage fibre connection throughout the village and neighbouring properties. A draft Deed of Grant was received and circulated to the Council prior to the meeting. The Council discussed at length and some concerns were raised regarding the Deed, particularly the depth of the cable, whether there is a guarantee of supply of high speed broadband to the Community Centre and the individual liability of Councillors when signing the Deed. The Council agreed that high speed broadband is now vital in rural areas with more people working from home and the Council would be happy to sign the Deed with further clarification needed from Wessex Internet on a few points. Additionally, the Council require permission from Fields in Trust to ensure the works can be completed. Cllr. Jespersen also has a contact at Dorset Council who can assist the Council with any enquiries. **ACTION: Clerk to contact Fields in Trust to confirm whether the works can take place and any questions relayed to the contact at Dorset Council for comment. Clerk to add to Agenda for the next meeting.**

## 21.7.11 Finance, Accounting and Administration Matters

- a. To Approve the Schedule of Payments  
The Council **RESOLVED** Approval of the Payments Schedule and total amount of £1139.42 for JUNE 2021.  
**Proposed:** Cllr. R Smith **Seconded:** Cllr. M Kerridge
- b. To Approve the Statements of Accounts to 30.06.2021  
The Council reviewed and **RESOLVED** to approve the Statement of Accounts to 30.06.2021.  
**Proposed:** Cllr. R Smith **Seconded:** Cllr. M Kerridge
- c. To Consider the Draft Annual Risk Assessment for 2021/22  
The Council reviewed the Draft Annual Risk Assessment for 2021/22 and found it to be satisfactory. The Final Annual Risk Assessment will be approved at the next meeting in September 2021.
- d. To Approve the Annual Audited Accounts to 31<sup>st</sup> March 2021.  
The Council reviewed and **RESOLVED** to approve the Annual Audited Accounts to 31<sup>st</sup> March 2021 which includes:
- Annual Internal Audit Report
  - Annual Governance Statement 2020/21
  - Accounting Statements 2020/21
- Please see attached on pages 25 to 44.

The Council approved replies to the Internal Auditor's request for management responses and agreed to accept the necessary actions and recommendations required.

**Proposed:** Cllr. R Smith **Seconded:** Cllr. M Kerridge

- e. To Approve the Appointment of the Clerk as the Responsible Finance Officer  
The Council **RESOLVED** to approve the appointment of the Clerk as Responsible Finance Officer as recommended by the Internal Auditor.  
**Proposed:** Cllr. K Baird **Seconded:** Cllr. R Smith
- f. To Confirm the Level of Precept Agreed at Meeting of 07/12/2020 as £21,625, Percentage Increase of 1% for the Year 2021/22.  
The Council **RESOLVED** to approve the Level of Precept agreed at the meeting of 07/12/2020, totalling £21,625 – a percentage increase of 1% on the previous year. This was a recommendation by the Internal Auditor.  
  
Please see original minutes attached on pages 24.  
**Proposed:** Cllr. K Baird **Seconded:** Cllr. T Cotton
- g. To Consider an Allowance for Home Working & Broadband for the Clerk, Totalling £12.30 per Calendar Month  
The Council **RESOLVED** to approve a home working allowance of £12.30 per calendar month for the Clerk as recommended by the Internal Auditor.

**Proposed:** Cllr. T Cotton **Seconded:** Cllr. K Baird

- h. To Review and Confirm Approvals of Minutes  
The Council reviewed and **RESOLVED** to confirm the approvals of Minutes as recommended by the Internal Auditor.

Please see the list of Minutes attached on page 23.

**Proposed:** Cllr. R Smith **Seconded:** Cllr. K Baird

### **21.7.12 Correspondence and Information**

- a. A Correspondence Report was circulated prior to the meeting. Please see attached on page 22.
- b. In addition to the Correspondence Report, an email was received regarding parking on the road in the High Street with verges and private driveways being damaged as a result. The Council noted their comments.
- c. A further email was received regarding application P/RES/2021/01582 the Council noted their comments and will consider them in their response to the application.

### **21.7.13 Matters of Interest**

- a. In her absence, Cllr. Case asked the Clerk to report that hedgehogs being killed as a result of verge trimming, strimming and hedge cutting and encourages residents to please take care when carrying out these tasks.
- b. Cllr. Holdeman updates the Council that the overgrown hedge in The Hollow is due to be cut in September when the bird nesting season is over.
- c. Cllr. Smith reports that an event poster was cable tied to a seat in the village. He asked if the Council would have any objection to this being removed, the Council did not and requests that any posters should not be cable tied to any seats within the village.
- d. Cllr. Knapton advises the Council that Shillingstone Parish Council update the public with a brief summary of meetings through their village Facebook page which was well received by the public. The Council agree that Cllr. Knapton is welcome to post a brief summary to the 'Child Okeford Public Forum' Facebook Page but requests that comments are disabled on Facebook. Those wishing to comment on any matters are welcome to comment by emailing the Clerk to ensure no correspondence is missed.
- e. In light of the current shop re-fit to a SPAR, Cllr. Cotton asks the Council if the Cross Stores will receive a SPAR fascia. After speaking with the owner, Cllr Knapton advises the Council that it likely be a very modest small SPAR sign that will likely not be illuminated but planning permission must still be applied for and granted.
- f. Cllr. Baird suggests that the verge opposite The Cross by the bus shelter is left to grow or wildflowers planted to encourage bees and wildlife. The Council agree that the verge could be left to grown from April to September throughout the year.

**The next meeting of the Parish Council will be held on Monday 6<sup>th</sup> September 2021.**

The Chairman declared the meeting closed at 8.44pm.

Signed ..... Dated .....

Chairman of the Council

***Please note these are draft minutes until signed by the Chairman of the Council at the next meeting of the Parish Council.***

***List of Comments Regarding Application P/RES/2021/01582 - Land Off  
Haywards Lane (West Of Allen Close) Child Okeford***

- Design – not in keeping with Child Okeford Design Statement, lots of red brick, urban rather than rural character, simple designs in a cul-de-sac which look out of place in Child Okeford. Not of a similar standard to Oliver's Mead, or St Nicholas Court or Portman Drive.
- Affordable housing – putting the social housing into small corner as you enter the site made it very distinguishable and easy to identify. Social impact of segregation between the Social Affordable Housing and the Market Housing not a welcome design feature.
- The impact on the Neighbours of Allen Close and Chalwell has not been taken into consideration with the views from those neighbours compromised by red brick walls and views into those properties from the new development,
- In order for this to be acceptable in planning terms, we would expect a much better quality of design and layout.
- Appearance and style of housing not in keeping with the village, excessive use of hard landscaping with tarmac
- Density – the Council would expect a more even and sympathetic density. The affordable housing is very small and cramped and is not evenly spread out within the development.
- Lighting – the Council would expect not to see street lighting and request that any external lighting must give a minimal amount of light spill
- Landscaping - too much hedgerow removed from the scheme upon the entrance to the village. Red brick houses should not be visible from Haywards Lane. Landscaping must take account of the neighbours.
- Biodiversity and mitigation plan has not been included.
- Eco sustainability – The Council were disappointed to see no attempt to address sustainability or Climate Change measures - no ground source heat pumps, solar panels etc.
- Maintained access to Allen Close – this is not clear on plan, residents of Allen Close do not want access to or from the new development, this was made clear at outline application stage. The Parish Council would not expect to see any form of access to Allen Close.
- Access road is not terminated to the West of the site and should not show a continuation to the fields which are beyond the current settlement boundary.
- NHS comments on ability to serve the community compromised by the development of a further 26 houses.
- Parking on site – no parking for bicycles.
- Neither Foul drainage or Surface water from Allen close and Chalwell have been taken into account in the proposed development.
- The proximity of the attenuation pond to the playground off the revised list.

## Correspondence Report

*Correspondence received to the Clerk as of 29/06/2021.*

Date Received:	Received From:	Regarding:
08/06/2021	Chichesters Land Agent	On behalf of Land Owner regarding pre-application for telecoms mast
09/06/2021	Galliford-Try/Cornerstone	Consultation for pre-application TEF088183 SMIP ii
11/06/2021	Resident	Details request regarding pre-application TEF088183 SMIP ii
12/06/2021	Resident	Comments regarding planning decision
14/06/2021	Resident	Details request regarding pre-application TEF088183 SMIP ii
14/06/2021	Resident	Details request regarding pre-application TEF088183 SMIP ii
14/06/2021	Resident	Highways Issue Report
18/06/2021	Resident	Enquiry regarding previous May 2021 minutes
21/06/2021	Resident	Details request regarding pre-application TEF088183 SMIP ii
21/06/2021	Resident	Details request regarding pre-application TEF088183 SMIP ii
23/06/2021	Wessex Internet	Fibre Connection to Community Centre
25/06/2021	Galliford-Try/Cornerstone	Update regarding pre-application TEF088183 SMIP ii
28/06/2021	Resident	Details request regarding pre-application TEF088183 SMIP ii
29/06/2021	Resident	Details request regarding pre-application TEF088183 SMIP ii

### 21.7.11 (h) – To Review and Confirm Approvals of Minutes

11/05/2020	20/12d	Approval AGAR part 1 certificate of exemption - under £25k 19/20	actual approval not minuted
07/09/2020	20/15	Minutes 06/07/20 confirmation	actual approval not minuted
02/11/2020	20/38	Confirmation of minutes 05/10/20	actual approval not minuted
02/11/2020	20/32d	QE11 Trust request to replace boundary fence of Rec Ground and Old Dairy - council raised no objection to pay for the replacement fence.	actual approval not minuted
07/12/2020	20/48	Confirmation of minutes 02/11/20	actual approval not minuted
07/12/2020	20/54e	Consider additional Full Power Signatory. Chairman volunteered.	actual approval not minuted
04/01/2021	20/59	Confirmation of minutes 07/12/20	actual approval not minuted
01/02/2021	20/70	Confirmation of minutes 04/01/20	actual approval not minuted
01/02/2021	20/71b	Contractor who cleans village will clean benches at £5/bench when weather improves. Council agreed this was very reasonable.	actual approval not minuted
01/03/2021	20/81	Confirmation of minutes 01/02/21	actual approval not minuted

**21.7.11(f) Confirmation of Precept for 2021/22 - Extract of Minutes from the Parish Council Meeting 06/12/2020, page 235:**

**20/54 Finance, Accounting and Administration Matters**

- a. Approval the Schedule of Payments  
The Council **RESOLVED** Approval of the Payments Schedule and total amount of £851.79 for NOVEMBER 2020.  
**Proposed: Cllr. K Baird Seconded: Cllr. K Knapton**
- b. To Approve the Statement of Accounts to 30<sup>th</sup>. NOVEMBER 2020  
The statement of accounts to 31.10.2020 was reviewed and approved -  
**Proposed: Cllr. T Cotton Seconded: Cllr. K Baird**
- c. To undertake the Formal Adoption of the Annual Budget for the year 2021/2022  
The Annual Budget was reviewed and approved by the Parish Council-  
**Proposed: Cllr M Kerridge Seconded: Cllr. M Giles**
- d. To consider community funding for defence against large building developments.  
The Council agreed that there was not room within the budget to allow for significant Parish Council funding. One Councillor suggested crowdfunding options to fund any defence. The Council agreed that this would be a role for a volunteer outside of the Parish Council.
- e. To consider adding an additional Full Power Signatory to the Parish Council bank account  
The Clerk approached the Council to request an additional Full Power Signatory for the Parish Council bank account. The Chairman volunteered as an additional Signatory.  
**Proposed: Cllr M Giles Seconded: Cllr. K Knapton**