

**Minutes of the Annual General and Full Meeting of Knowlton Parish Council**  
**15<sup>th</sup> May 2024 at 7pm**  
**Horton & Chalbury Hall**

Item	
634	<p><b>Election of Chairman for 2024 - 2025</b></p> <p>It was proposed by Cllr Linda Stocks and seconded by Cllr Paul Millett to appoint Cllr Steve Butler as Chairman for 2024-2025. Resolved unanimously.</p>
635	<p><b>Election of Vice Chairman for 2024 – 2025</b></p> <p>It was proposed by Cllr Steve Butler and seconded by Cllr Trevor Brown to appoint Cllr Paul Millett as Vice Chairman for 2024-2025. Resolved unanimously.</p>
636	<p><b>Declaration of Acceptance of Office</b></p> <p>The Chairman, Vice Chairman and all members in Election year signed the Declaration of Office</p>
637	<p><b>Attendance &amp; Apologies</b></p> <p>Cllr Steve Butler (Chairman)  Cllr Trevor Brown  Cllr Paul Millett  Cllr Kevin Minns  Cllr Linda Stocks  Cllr David Tooke – Dorset Councillor Cranborne &amp; Alderholt Ward (Woodlands &amp; Wimborne St Giles)  Miss Sarah Forwood (Clerk)</p> <p><b>Apologies received from:</b></p> <p>Cllr Caroline Barnes  Cllr Colin Davidson  Cllr Anthony (Sam) Keet  Cllr Morgan Antell  Cllr Ian Potentier  Cllr Will Chakawhata – Dorset Councillor Stour &amp; Allen Vale Ward (Horton &amp; Chalbury)</p>
638	<p><b>Public Open Session</b></p> <p>None present.</p>
639	<p><b>Appointment of Representatives</b></p> <p>DAPTC (SB)  Emergency Planning (MA/SB)  Staffing Committee (MA/TB)  Horton &amp; Chalbury Village Hall (PM)</p>

	<p>Rights of Way Officers (LS)</p> <p>Tree Officers (KM)</p> <p>WSG Neighbourhood Plan (JL/CB)</p> <p>KPCBF Committee (JH/IP/PE/CB/MR)</p>
640	<p><b>Declarations of Interest &amp; Grants for Dispensation</b></p> <p>None.</p>
641	<p><b>Confirm the Minutes of the Parish Council Meeting held 17<sup>th</sup> April 2024</b></p> <p>It was resolved unanimously that the minutes, having been circulated to members prior to the meeting, are confirmed as a true record and signed by the Chairman.</p> <p>A resident in attendance at the April Parish Council meeting has written to the Clerk regarding item 620 Public Open Session and Chalbury SIDS noting that there is already adequate and suitable road signage in place and that no additional signage is required through Chalbury.</p>
642	<p><b>Accept the Minutes of the Knowlton Parish Community Benefit Fund Committee Meeting held 20<sup>th</sup> April 2024.</b></p> <p>Members accepted the minutes of the meeting and authorised the Clerk to make the approved grant payment of £1,800 to South Western Ambulance Service NHS Foundation Trust for the Woodlands Village Hall defibrillator.</p>
643	<p><b>Clerk's Report</b></p> <p>See <b>Annex A</b> of these minutes.</p>
644	<p><b>Dorset Councillors Reports</b></p> <p><b><u>Cllr Will Chakawhata – Dorset Councillor Stour &amp; Allen Vale Ward (Horton &amp; Chalbury)</u></b></p> <p>Please see <b>Appendix B</b> of these minutes.</p> <p><b><u>Cllr David Tooke – Dorset Councillor Cranborne &amp; Alderholt Ward (Woodlands &amp; Wimborne St Giles)</u></b></p> <p>Please see <b>Appendix C</b> of these minutes.</p>
645	<p><b>Planning Applications &amp; Matters</b></p> <p><b>P/FUL/2024/00324 LAND AT OAK TREE PADDOCK, BATCHELOR'S LANE, HOTLWOOD, WIMBORNE</b></p> <p>Proposal: Convert existing building into dwelling house.</p> <p>Members resolved unanimously to respond with NO OBJECTION to the proposal.</p>
646	<p><b>Highways Matters</b></p>

	<ul style="list-style-type: none"> <li>• Cllr Trevor Brown expressed his dissatisfaction with Dorset Council with the highway work undertaken digging out grips that has left a hole by his property which has damaged some garden machinery. <i>Clerk to report this to DC.</i></li> <li>• Cllr Kevin Minns noted the newly laid road surface in West View, Wimborne St Giles and the chunks removed by the road sweeper. <i>Clerk to report the damaged road surface to Dorset Council.</i></li> <li>• Cllr David Tooke noted the road surfacing at Haythorne is scheduled to take place towards the end of summer.</li> <li>• Cllrs noted the white lines through Horton which are no longer visible. Cllr David Tooke updated the contractors who replace the white lines throughout Dorset are currently behind on their work. <i>Clerk to follow up when and if the white lines through Horton will be reinstated.</i></li> </ul>
<b>647</b>	<b>Rights of Way/Open Spaces</b>  None.
<b>648</b>	<b>Burgess Field Play Area, Woodlands – Inspections</b> <ul style="list-style-type: none"> <li>• Weekly visual play inspections completed by Cllrs Morgan Antell and Linda Stocks.</li> <li>• Members resolved unanimously to accept the quotation of £113.63 to treat weed growth on rubber path in Burgess Playfield.</li> </ul>
<b>649</b>	<b>Tree Matters</b> <ul style="list-style-type: none"> <li>• Cllr Trevor Brown highlighted the fallen down tree next to the Remedy Oak which is untidy. <i>Clerk to report the fallen down tree to DC.</i></li> </ul>
<b>650</b>	<b>Wimborne St Giles Neighbourhood Plan</b>  No update.
<b>651</b>	<b>Councillor Training</b>  DAPTC induction and planning training for new Councillors was highlighted.  All Councillors to review the DAPTC training and contact the clerk if they would like to be booked onto a course.
<b>652</b>	<b>Councillor Email Addresses</b>  All Councillors to be using their .gov email address after the June meeting.
<b>653</b>	<b>Actions List</b>
Nov 2020	E59/7 Woodlands off Jubilee Hill behind houses is waterlogged all year round. July 21: Ranger has visited with MA and will consider a stone surface to improve this path. Dec 21: Ranger has agreed to

	<p>this work and the Landowner is on board with helping, ground conditions might mean this has to wait. May 23: MA continues to discuss with DC Ranger. Nov 23: Leave on the action list until next summer. Feb 24: The DC Ranger has a pallet of Geogrid that he is going to put down. This is a rigid plastic grid that can be topped with stone. Water springing out of the field here ends up on the sunken footpath but then is reabsorbed after about 20 metres or so. The DC Ranger intends to support the geogrid on some large supports or perforated pie so that water can continue to do what it currently does (diverting or trying to “plug” it will only move the problem further down the path or into neighbouring land). The grid will give a firm surface above it that can be topped with path gravel – effectively suspended over the water flow below. DC do not tend to install boardwalks these days as they become a maintenance liability as timber rots. The DC Ranger would be looking to undertake this work when it is dry enough to get a vehicle in the adjacent field (to transport stone).</p>
Dec 2020	<p>E57/5 Maldry Wood, rotten bridge reported to Dorset Council. MNT50359 DC happy to install sleeper bridge if either the PC or Landowner provide sleepers. April 22: DC cannot enforce work to be carried out on the permissive path, only advise and remind landowners of their duties of care and maintenance. Definitive line unobstructed. May 23: MA will speak with Landowner to repair bridge. Sept 23: bridge now completely collapsed, Clerk to contact Landowner. Nov 23: Cllr Morgan Antell will confirm if the ditch has been filled in by the landowner. Dec 23: Cllr Morgan has not been able to contact the landowner about repairing the footpath through Maldry Woods. Jan 24: The Landowner has visited Maldry Woods and will be removing the fallen trees and repairing the rotten bridge before the Bluebells arrive. Apr 24: Due to the inclement weather the landowner has not been able to gain access to the fallen trees or bridge, this and it is high on their priority once they can access the path. May 24: The Landowner has cleared the fallen trees. <b>Action closed.</b></p>
July 2020	<p>Water rising in Woodlands opposite ‘Four Oaks,’ Aug 22: DC plan to install a new gully and pipe to watercourse with adjacent landowners’ permission, subject to priority and funding. Nov 23: Clerk to follow up, ask who is responsible and raise an incident number. Feb/Apr 24: Clerk to arrange for the water to be tested along with the water leak opposite Meadow Cottage.</p>
Feb 22	<p>Clerk to report extremely poor surface on Horton Road at Haythorne end, edges of road breaking up further along and at Woodlands Crossroads. 1187924 Mar 22: DC has marked up areas for repair. TB has contacted DC. TB very disappointed that Grange at Furzehill has been prioritised for resurfacing over this area as has Kings Lane and will write to Cllr David Tooke on this. Clerk will report again so that it will be inspected again 1214291. June 23 – inspected and repaired in places. Nov 23: Clerk to follow up. Apr 24: Works should be taking place in May/June depending on budget. May 24: The resurfacing is due to take place in the back end of summer.</p>
	<p>Water leak opposite Meadow Cottage, Horton Road, Woodlands. Cllr Trevor Brown has reported to Water Co. Apr 22: not yet resolved. May 23: Clerk reported again to SW Water ref 0012685401. Jan 24: This is a fixer that did not work and has broken again. Jan 24: Clerk to contact the water board.</p>
April 23	<p>1217124 Reported Water is draining from the field from the property Little Haythorne via a gully in the verge onto the highway - we would like to suggest the gully is filled and water is diverted along the line of an old ditch to a manhole cover. DC will inspect and report.</p>
Nov 23	<p>Pond is overflowing at Little Haythorne and going onto the road. Clerk to raise a report with Dorset Council.</p>
654	<p><b>Financial Matters</b></p> <ul style="list-style-type: none"> <li>• Members approved the account for the y/e 31 March 2024</li> <li>• Members reviewed Spend against Budget for 2023-2024.</li> <li>• Members received and noted the Internal Audit Report from which there were no matters arising.</li> <li>• Members completed and approved the Annual Governance Statement for signing.</li> <li>• Members approved the Accounting Statement.</li> <li>• Members accepted the Annual Insurance renewal premium from 1<sup>st</sup> June 2024 @ £999.91</li> <li>• Members resolved unanimously to pay items below including Clerk’s Salary:</li> </ul>

	<div> <div>ONLINE</div> <div>DD</div> </div> <div> <div>SWAST</div> <div>ICO</div> </div> <div> <div>Woodlands Defibrillator</div> <div>Annual Data Registration Fee</div> </div> <div> <div>£2160.00</div> <div>£35.00</div> </div>
<b>423</b>	Next Meeting will be the AGM on Wednesday <b><u>12<sup>th</sup> June 2024</u></b> at 7pm in Horton & Chalbury Village Hall.

**Meeting closed at 20:32**

**These minutes are to be signed by the Chairman after approval at the next meeting of the Parish Council**

Signed;..... *Forwood.* ..... **15<sup>th</sup> May 2024**

**Annex A****Clerks Report**  
**15<sup>th</sup> May 2024****Correspondence**

**WSG Resident's concerns:** We currently live in a village with a first school that holds a 60mph speed limits all around and through the village. This compares to most other villages in our area that now hold 20 & 30 mph speed limits. My concern has mainly been triggered by the amount of very large lorry's passing daily through the village. Sometimes they pass my house every 10/15 minutes at considerable speed.

They are using all the roads into the village and usually driving at a considerable speed. A lot of our roads are single lane with sharp blind corners, I have been met by a lorry on many occasions now and if it wasn't for me driving well below the speed limit we probably would have collided.

I personally also have children, grandchildren and dogs. I don't feel terribly safe when either walking with the pushchair and dogs in case I meet a lorry.

The other problem I spoke to the council about was the road that floods that takes you out of the village. Not the flooding problem but the residue of stones that are left after each flooding episode. I personally would use the road frequently but have had numerous punctures now because of the amount of stones there are.

Apparently you need to put in a complaint too so that it can be addressed by the council and cleared away.

***Clerk has reported the stones in the road.***

Thank you letter received from Citizens Advice, thanking the Parish Council for the grant. The funds will be used to support local residents who find themselves in need of their help, advice and support.

The new NALC 2024 Financial Regulations have been released. These will be prepared for the June/July meeting.

**Update on actions from previous meetings**

J E57/5 Maldry Wood, rotten bridge reported to Dorset Council. MNT50359 DC happy to install sleeper bridge if either the PC or Landowner provide sleepers. April 22: DC cannot enforce work to be carried out on the permissive path, only advise and remind landowners of their duties of care and maintenance. Definitive line unobstructed. May 23: MA will speak with Landowner to repair bridge. Sept 23: *bridge now completely collapsed, Clerk to contact Landowner.* Nov 23: *Cllr Morgan Antell will confirm if the ditch has been filled in by the landowner.* Dec 23: *Cllr Morgan has not been able to contact the landowner about repairing the footpath through Maldry Woods.* Jan 24: The Landowner has visited Maldry Woods and will be removing the fallen trees and repairing the rotten bridge before the Bluebells arrive. **Update April 24:** The landowner noted due to the extremely wet ground they are unable to get a vehicle onto the track to clear the fallen trees. This will be completed once the ground dries. **Update May 24:** The landowner has removed the fallen trees.

*Clerk to contact DC to obtain further information about the Wimborne St Giles road closure at the end of April.*

**Update May 24:** Emails and phone calls were sent to DC.

*Clerk to research an independent water analyst for the water leak located opposite Four Oaks in Woodlands and Meadow Cottage.* **Update May 24:** Two water test's have been ordered and delivered from Mircotech Services Wessex to test both waterleaks in Woodlands.

*Clerk to arrange a meeting between Cllrs Keet, Potentier and DC Road Safety Manager to discuss road safety along the C2.* **Update May 24:** An email has been sent to DC requesting availability for a site meeting to take place. An email has been received from DC requesting further information in relation to the site visit.

*Clerk to report the blocked drain outside the Bull Inn in Wimborne St Giles.* **Update May 24:** The blocked drain has been reported to DC ref: 1253255.

*Clerk to request a quote for a new sign at Clump Hill Horton and ask if this sign can be moved further down the road. **Update May 24:** Email has been sent to DC.*

*Clerk to chase up the new sign for Kings Lane in Woodlands. **Update May 24:** Email has been sent to DC.*

*Clerk to report over hanging hedges at Little Haythorne. **Update May 24:** Hedges overhanging at Little Haythorne have been reported. DC ref: 1253405.*

*Clerk to report the broken stile on the E57/5 footpath Sutton Holms entrance. **Update May 24:** Reported to DC. DC ref: MNT63668.*

*Clerk to report the branch that is leaning into the road at Haythornes. **Update May 24:** The overhanging branch has been reported and removed by DC ref: 1252913.*

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**Annex B****Dorset Council****May 2024 Report**

1. Introduction of Will Chakawhata as new councillor for Stour and Allen Vale
2. I would like to express my gratitude to Councillor Robin Cook for his great and long service to East Dorset and the Stour and Allen Vale Ward for many years.
3. New council met on Tuesday 7 May 2024 to welcome 28 new councillors.
4. The cabinet has been announced and will be formally agreed at Full Council on 15 May 2024. Details below:

Leader, Portfolio Holder for Governance, Performance, Communications, Environment, Climate Change and Safeguarding	Nick Ireland
Deputy Leader, Portfolio Holder for Property & Assets, Economic Growth & Levelling Up	Richard Biggs
Portfolio Holder for Finance & Corporate Assets & Strategy	Simon Clifford
Portfolio Holder for Corporate Development, Transformation, Digital & Change	Ryan Holloway
Portfolio Holder for Place Commissioned Services (Highways, Waste, Travel etc.)	Jon Andrews
Portfolio Holder for Children's Services, Education & Skills	Clare Sutton
Portfolio Holder for Adult Social Care	Steve Robinson
Portfolio Holder for Public Health, Environmental Health, Housing and Regulatory	Gill Taylor
Portfolio Holder for Planning and Emergency Planning	Shane Bartlett
Portfolio Holder for Customer, Culture and Community Engagement	Ryan Hope



5. Please see the details of Please Slow Down Initiative



**PLEASE SLOW DOWN INITIATIVE (PSDI) – INFORMATION SHEET**  
 Managed by Dorset Council SID Team ([sids@dorsetcouncil.gov.uk](mailto:sids@dorsetcouncil.gov.uk))



### **Introduction**

The PSDI is part-funded by Dorset Police Crime Commissioner (PCC) and Dorset Council to conduct a 12-month trial of a new information ‘*please slow down*’ sign to combat the risk of speeding and the fear of speeds within village communities. This pilot initiative will be targeted initially in the North Dorset MP constituency boundary only.

### **General criteria**

In order to ensure a consistent approach to requests and to meet the responsibilities of the Rural Roads Protocol to keep signs, lines and street furniture to the minimum. Each request will be considered against criteria that includes the following points. Other criteria may be assessed as suitable.

- Evidence of community speeding complaints.
- Location does not meet SID criteria, or the Parish Council cannot afford a SID.
- Support from Dorset Police.
- Support from Parish Council.
- Support from Local Member.
- Support from Dorset Council Highways.
- Priority greater for those sites that a mobile speed camera van cannot access.

### **Speed survey criteria**

The 85<sup>th</sup> percentile speeds recorded must be at least 1mph above the posted speed limit. Only 20/30/40 mph speed limits are suitable for this initiative.

Communities will normally be expected to pay for initial speed surveys in order to establish whether the above criteria is met. The Slow Down signs are provided by Dorset Council and in most cases, it is hoped to use existing highway furniture to install the signs.

### **Management**

This initiative will be managed by the community Speed Indicator Device (SID) Team (The CST). Suitable sites could be identified by the The CST through engagement in the SID application process.

### **Evaluation**

Programmed evaluation will be completed at approximately 6 month after installation every location during the pilot. If the traffic speeds have not changed during this period, the sign may be removed from the Highway. If the signs are having a positive effect in community, then another review will take place every 12 months.

During the pilot Dorset Council may undertake additional surveys to help evidence effectiveness of the initiative.

### **Responsibilities**

#### **Dorset Council**

- Assess, investigate and establish suitable locations for signage.
- Engage with communities to facilitate the PSDI.
- Provide and install signs.
- Carry out evaluation of traffic data.
- Collate data provided by community.

#### **Community (Parish/Town Council etc)**

- Fund traffic surveys where necessary.
- Engage with community to ensure local support.
- Collect feedback about signs and whether the community perception of speed and safety is improved. This needs to be done at least every 6 months.
- Clean the signs and keep clear of vegetation to ensure maximum visibility.

### **Contact**

**Joe Allen & Rob Camp (SID Team)**

[sids@dorsetcouncil.gov.uk](mailto:sids@dorsetcouncil.gov.uk)

**Updated: 12/10/23 by Rob Camp & Joe Allen**

6. I will endeavour to attend as many meetings as I can, but the Dorset Council meetings are critical.

When I can't attend parish meetings in person, I will send my apologies and provide a written report.

I look forward to working with the five parishes and using our collective experiences and skills to the benefit of all rate payers in the Stour and Allen Vale Ward.

**Annex C****240515 Dorset Councillor Report for Knowlton Parish Council**

First of all I'd like to say a big thank you to all of those who supported me as your representative on Dorset Council, and I was very touched to have so many good wishes extended to me from so many people throughout the election. Its an honour to represent all the villages in this Ward, and I will continue to push our interests within the broader Council area as hard as I can.

**New Council**

Following those Local Elections on the 2<sup>nd</sup> of May, Dorset Council will be undergoing a number of changes.

The Liberal Democrats took the majority of the 82 seats, winning 42 of them, the Conservatives winning 30, Greens 4, Independents 4, Labour 1 and Labour & Co-operative 1

The new Council has not yet met formally, but the Annual Meeting to be held on Thursday 16<sup>th</sup> May is expected to confirm Councillor Nick Ireland (Crossways Ward) as Leader of the Council. As Leader Nick will appoint a Cabinet consisting of:

Leader, Portfolio Holder for Governance, Performance, Communications, Environment, Climate Change and Safeguarding	Nick Ireland
Deputy Leader, Portfolio Holder for Property & Assets, Economic Growth & Levelling Up	Richard Biggs
Portfolio Holder for Finance & Corporate Assets & Strategy	Simon Clifford
Portfolio Holder for Corporate Development, Transformation, Digital & Change	Ryan Holloway
Portfolio Holder for Place Commissioned Services (Highways, Waste, Travel etc.)	Jon Andrews
Portfolio Holder for Children's Services, Education & Skills	Clare Sutton
Portfolio Holder for Adult Social Care	Steve Robinson
Portfolio Holder for Public Health, Environmental Health, Housing and Regulatory	Gill Taylor
Portfolio Holder for Planning and Emergency Planning	Shane Bartlett
Portfolio Holder for Customer, Culture and Community Engagement	Ryan Hope

Note: Clare Sutton represents the Green Party not the Liberal Democrats

The Full Council on Thursday is expected to confirm all these appointments as well selecting a Chair and Vice Chair, the Annual Meeting will also decide on the composition of the committees, and chairs of these, as well as appointments to outside bodies and joint panels.

**Youth Grant**

Grant applications are open for organisations that cater activities directed towards young people as overall funding increases.

The Dorset Council Youth Grant will have an overall fund of £200,000 for 2024 to 2025.

It is designed to support the delivery of a range of positive activities for young people living in the county and is open to voluntary and community sector organisations within the Dorset Council area.

Eligible organisations will be able to apply for grants ranging from £500 to £10,000.

To be considered, the council expects projects to contribute to at least one outcome including providing activities for young people and improving the wellbeing of young people in the area.

The project or activities should make a positive difference to young people aged between 11 to 19, or up to the age of 25 if they have special education needs or disability, or if they are a care leaver.

Applications will **close on Wednesday, June 5,** and if it fits with the council's criteria, it will be considered by the grant panel for a decision with applicants to be informed on Thursday, July 11.

For a full list of criteria, as well as further information about the decision process, and details of what the council will and will not fund, visit the Dorset Council website at: <https://tinyurl.com/48dczuyj>.

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