

BUCKLAND NEWTON PARISH COUNCIL
Minutes of Annual Parish Council Meeting
Tuesday 10 May 2022 at 7.00 pm – Parish Pavilion

Present: Cllr Mark Needham (MN), Cllr Chris Osmond (CO), Cllr John Baker (JB), Cllr Andy Foot, (AF)
 Cllr Lin Townsend (LT), Cllr Mick Ames (MA), Cllr Sheila Crouch (SC), Cllr Christina Manny (CM)

Clerk - Sarah Mitchell (SM)

Item	Detail	Action
	Cllr Needham welcomed everyone to the meeting.	
	<p>Questions and comments from members of the public</p> <p>Five Parishioners present</p> <p>Parishioner referred to meeting held on 8 March and asked again whether the Parish Council would respond differently to application P/FUL/2021/01924, now knowing that 20 parishioners had objected. As explained previously, the Parish Council had checked the planning website and read all responses that were on there at that time and can only comment on material planning considerations. Councillors stated that no further discussion would take place on this application.</p> <p>Parishioner asked if Councillors visited the site for application P/FUL/2021/01924. Councillors confirmed that they had looked at site as far as they could without trespassing and that it was viewed via Google Earth. Councillors also stated that Buckland Newton Parish Council does not have a planning committee; applications are reviewed and discussed by all members.</p> <p>Parishioner asked whether Parish Council had spoken to planning department about different response dates. Clerk confirmed that a response had been received, which was recorded in February minutes (2022/2-4,6)</p> <p>Parishioners thanked Council for putting advert in LVN regarding a wildlife and environmental group. They wanted to make sure it considered environment and ecology. To-date 10 people had registered an interest. Councillors advised that they were currently reviewing the Parish Plan, which was an agenda item.</p>	
2022/5-1 1	<p>To Elect Chairman and signing of Declaration of Acceptance</p> <p style="text-align: center;">Chairman Mark Needham <i>Proposed Cllr Foot</i> <i>Seconded Cllr Baker</i> <i>AIF</i></p> <p>Declarations of Acceptance were signed.</p>	
2022/5-2	<p>To receive Apologies for Absence and to approve the reason given</p> <p>Cllr Roy Godwin (RG) Dorset Councillor – Chalk Valley – Jill Haynes</p> <p><i>The reason for absence was approved</i></p>	
2022/5-3	<p>To receive Declarations of Personal or Pecuniary Interests or Grants of Dispensation</p> <p>None</p>	
2022/5-4	<p>To approve and sign as a correct record the Minutes of the Last Full Council Meeting held on Tuesday 12 April 2022.</p> <p><i>Proposed Cllr Crouch, Seconded Cllr Ames, AIF</i></p>	
2022/5-5	<p>To Elect Officers</p> <p style="text-align: center;">Vice Chairman Mick Ames <i>Proposed Cllr Needham</i> <i>Seconded Cllr Townsend</i> <i>AIF</i></p>	

	<p>Declaration of acceptance was signed.</p> <p>Recreation Officer <i>Proposed Cllr Baker</i></p> <p>Chris Osmond <i>Seconded Cllr Manny</i> <i>AIF</i></p> <p>Rights of Way Liaison Officer <i>Proposed Cllr Osmond</i></p> <p>Stephen White <i>Seconded Cllr Crouch</i> <i>AIF</i></p> <p>Flood Warden <i>Proposed Cllr Baker</i></p> <p>Doug Morse & Kevin Morse <i>Seconded Cllr Osmond</i> <i>AIF</i></p>	
2022/5-6	<p>Clerks Report and update on actions</p> <p>Parishioner Issues Raised</p> <ul style="list-style-type: none"> Parishioner noticed a man putting his rubbish bag in the bin next to the bus stop. He had walked up across the playing field, took top of the bin off and put the bag in, then walked off up the village. <u>Action:</u> Clerk to put notice in the LVN stating that waste bins around the village are for incidental rubbish and not household waste. Hedge cut behind Bels Court – Clerk advised parishioner that The Parish Council has been advised that this is a matter for the Police and that any investigation should be carried out by them. A third party cannot report it, therefore if you would like to take the matter further it would need to be reported by yourself or your neighbour directly to the police via 101. 14.4.21 Parishioner has advised that it has been reported to the police. Parishioner has asked whether the hedge belongs to the Parish Council. <u>Action:</u> Clerk to advise that the Parish Council does not know who the hedge belongs to. Parishioner emailed with information on tackling climate change, this was forwarded to Cllr Crouch and Cllr Manny (all Cllrs cc) who are currently reviewing the Parish Plan Parishioner has asked for an update regarding flooding. Clerk informed her that information has been passed to the flood risk management team. They are aware of the issues and will be visiting Buckland Newton to carry out some investigations. Parishioners have complained about motorbikes speeding through Lanscombe Lane – Clerk to check whether they are allowed to use it. <u>Action:</u> Clerk to speak to Community PSCO Parishioner requesting to use gazebo for family event. Clerk agreed that this was ok and advised that gazebo is in the village hall. Village hall Committee have asked if Parish Council can store the gazebo. <u>Action:</u> Cllr Manny to ask parishioner to return gazebo to Pavilion, where it will be stored in the future. <p>Highways & Rights of Way</p> <ul style="list-style-type: none"> Duntish sign coming from Knap hill has been damaged/defaced – Cllr Ames has tried to sort with thinners and scrubbing devices, also sprayed it with a similar liquid to WD40 to stop paint or stickers getting a hold. Did the same to the other Duntish sign coming from Buckland by the flower planter. Signs at the T junction also defaced - same paint and style. This has been reported to the police. Crime number 55220067672 Insurance regarding SID – Insurance Company has advised that if the Parish Council has bought the SID and it belongs to them, then it is covered under the ‘Street Furniture’ section. Our public liability cover will cover Councillors and volunteers looking after the SID, as long as they have been trained and a risk assessment has been carried out. They really don’t like people climbing ladders, so try to avoid this! 	<p>SM</p> <p>SM</p> <p>SM</p> <p>CM</p>

	<ul style="list-style-type: none"> • Clerk has thanked highways for their work done so far regarding ruts alongside Parish field and B3143 and asked for the rest of ruts to be filled. <p>Parish Matters</p> <ul style="list-style-type: none"> • Jubilee Beacon – Cllr Ames has secured some wood from a local builder, who is doing the building opposite the shop. He is happy to store unused pallets and off-cuts of timber until they are required. There is also wood available from the building site in Duntish. • Transferring Assets – response received 14.4.21 - Unfortunately without going through the process I cannot give you an indication as the process involves us liaising with other council departments before we can make a recommendation on whether the asset is suitable for transfer. However all applications will be considered in line with our policy which can be found here Transfer of community assets - Dorset Council (this is probably includes the information you were previously sent). Since that email was sent out we have put all the details online and also made the application via an online submission form. • Environmental and working group – notice put in the LVM. To-date, two parishioners have volunteered. • Play Area – maintenance has been carried out on the play area equipment. <p>Correspondence</p> <ul style="list-style-type: none"> • Enquiry from Weymouth Stones Masonry wanting information and prices on erecting a headstone at the cemetery. Clerk passed enquiry to PCC who have consulted with vicar and responded to query. • Enquiry from an archaeologist asking what the two Shafts in the slope of Dungeon Hill Fort were for. Spoken to landowner, who confirmed that they are to do with the old reservoir underneath. <p>Finance NatWest bank has confirmed that Roy is now a signatory.</p>	
2022/5-7	To receive the Chairman’s Annual Report Cllr Needham read his report (attached)	
2022/5-8	To agree in principle meeting dates for the coming year It was agreed to keep meeting on the second Tuesday of each month at 7.00 pm in the Pavilion. <ul style="list-style-type: none"> • Tuesday 14 June 2022 • Tuesday 12 July 2022 • Tuesday 9 August 2022 • Tuesday 13 September 2022 • Tuesday 11 October 2022 • Tuesday 8 November 2022 • Tuesday 13 December 2022 • Tuesday 10 January 2023 • Tuesday 14 February 2023 • Tuesday 14 March 2023 • Tuesday 11 April 2023 • Tuesday 9 May 2023 	
2022/5-9	To confirm the roles and responsibilities of Councillors for the coming year Chairman – Cllr Needham Vice Chair – Cllr Ames Recreation Officer – Cllr Osmond	
2022/5-10	To resolve to reaffirm Buckland Newton Parish Council Standing Orders, Financial Regulations and Code of Conduct Standing Orders – adopted 13 March 2019 – agreed to reaffirm	

	Financial Regulations – adopted 10 September 2019 - agreed to reaffirm Code of Conduct – adopted 22 February 2022 - agreed to reaffirm <i>Proposed Cllr Crouch, Seconded Cllr Townsend, AIF</i>	
2022/5-11	To review and re-affirm current policies A list of policies was circulated prior to the meeting. Councillors agreed to re-affirm. <i>Proposed Cllr Crouch, Seconded Cllr Baker, AIF</i>	
2022/5-12	To review committees and their terms of reference The Council does not have any committees. It was agreed that the Chair and Vice Chair will conduct Clerks Appraisal and any issues relating to the Clerk.	
2022/5-13	To receive reports from <ul style="list-style-type: none"> • Cllr Jill Haynes – Chalk Valley Ward, Dorset Council – received and circulated prior to the meeting. • Community Police Officer – no report received 	
2022/5-14	To receive Financial Report and to approve the Annual Accounts The Parish Clerk gave the financial report. The end of year accounts show a figure of £ 757.59 to be carried forward. Bank Accounts Reconciled 31.3.21 Nat west Current = £ 2011.25 Nat west Deposit = £ 10001.48 (Sir William Aykroyd’s legacy and Project support fund) Nat West Project Fund = £ 1048.68 The Annual Financial Account was approved. <i>Proposed Cllr Foot, Seconded Cllr Townsend AIF</i>	
1		
2	To approve Section 1 of the Annual Return 2021-2022 – Annual Governance Statement was approved and signed. <i>Proposed Cllr Foot, Seconded Cllr Baker, AIF</i>	
3	To approve Section 2 of the Annual Return 2021-2022 – Accounting Statements were approved and signed. <i>Proposed Cllr Ames, Seconded Cllr Manny, AIF</i>	
4	To approve Certificate of Exemption 2021-2022 – Certificate of exemption was approved and signed. <i>Proposed Cllr Foot, Seconded Cllr Townsend, AIF</i>	
5	To review and approve internal audit – issues, observations and suggestions from the internal audit were discussed. <ul style="list-style-type: none"> • Parish Clerk Role and hours – Councillors agreed for the Clerk to continue checking and cleaning pavilion on a weekly basis. Hours may be more depending on hirings of pavilion. Clerk to continue keeping record of hours worked and detail them on a monthly basis for approval at each meeting. Cleaning hours to be paid at Clerks hourly rate. • VAT – auditor noted that not all VAT was claimed and suggested that Clerk should work out VAT on receipts and invoices if vatable. Clerk has checked regulations and VAT can only be claimed if the Parish Council orders the goods or services, receives the supply of goods or services, receives a VAT invoice, addressed to the Council and pays for it from own funds. • Project Fund Account – auditor questioned whether account was necessary – Councillors in favour of keeping the account as it allowed them to keep money separate from current precept money. Councillors wanted to keep SO of £ 50.00 per month going into account ear marked for Play Area. • Auditor suggested cross referencing invoice numbers and minutes to make records more transparent. 	

6	<i>Approved - Proposed Cllr Foot, Seconded Cllr Townsend, AIF</i>																
7	<u>Action:</u> Clerk to send letter of thanks to auditor To review and approve the asset register - <i>Approved - Proposed Cllr Baker, Seconded Cllr Osmond, AIF</i>	SM															
8	To review and approve signatories – current signatories are Cllr Needham, Cllr Godwin and Clerk - <i>Approved - Proposed Cllr Townsend, Seconded Cllr Manny, AIF</i>																
9	To review and approve DD's, SO, subscriptions and donations – <i>Approved - Proposed Cllr Townsend, Seconded Cllr Manny, AIF</i> <ul style="list-style-type: none"> • DD – ICO subscription • SO – £50 project fund (play area) • Donations – post office village hall £150.00 • Donation – village website cost • Subscription – DAPTC • Subscription – SLCC 																
	To approve the financial statement and agree actions – see attached schedule																
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	<u>Invoices to be approved</u> <table border="0"> <tr> <td>BHIB Insurance (3 year contract)</td> <td>£ 433.22</td> <td></td> <td></td> </tr> <tr> <td>Reimbursement Cllr Baker – Cuprinol (Miscellaneous Act 1976) S19</td> <td>£ 63.86</td> <td></td> <td>Local Government</td> </tr> <tr> <td>Clerk Wages + Exps (May)</td> <td>£ 376.00</td> <td></td> <td>LGA 1972 S112</td> </tr> </table> <i>Invoices were approved for payment - Proposed Cllr Ames, Seconded Cllr Foot, AIF</i>	BHIB Insurance (3 year contract)	£ 433.22			Reimbursement Cllr Baker – Cuprinol (Miscellaneous Act 1976) S19	£ 63.86		Local Government	Clerk Wages + Exps (May)	£ 376.00		LGA 1972 S112				
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10	<i>Financial report approved - Proposed Cllr Ames, Seconded Cllr Foot, AIF</i> To approve payment of Unit 5 CiLCA hours – Clerk needs to check and confirm hours; agenda item for next meeting.																
2022/5-15	To consider and agree any actions in relation to Planning Matters																

1	<p><u>Responses submitted (for information)</u> WD/D/20/003076 – THE OLD FARMHOUSE, BOOKHAM LANE, BUCKLAND NEWTON, DT2 7DJ Adapt former dairy building to create one dwelling – amended plans/additional information. <i>Comments by 8 April 2022 – extended to 13 April - Since last comments made by the Parish Council on 15 December 2021, Councillors couldn't see any amended plans/additional information from applicant, therefore the Parish Council are unable to comment.</i></p>	
2	<p>P/LBC/2022/01333 – DOMINEYS, LOCKETTS LANE, BUCKLAND NEWTON, DT2 7BS Insert window <i>Comments by 1 April 2022 – extended to 15 April – Support, insertion of window in what was a door closed off in the 1980's fits in with the style of the house.</i></p>	
2022/5-16	To consider and agree any actions in relation to Highways and Rights of Way	
1	<p>SID - £ 2375.00 in donations has been received so far. Councillors agreed that any shortfall should be covered by Parish Council. <u>Action:</u> Cllr Ames to speak to highways, agree firm price and place order <u>Action:</u> Clerk to send Cllr Ames up to date donation figures, so that Cllr Ames can check what is outstanding. <u>Action:</u> Clerk to forward License to Cllr Ames</p>	SM SM/MA SM
2	<p>Missing Duntish sign <u>Action:</u> Clerk to contact highways asking them for a price to replace missing Duntish sign</p>	SM
2022/5-17	To consider and agree any actions in relation to Parish Matters	
1	<p><u>Parish Plan</u></p> <ul style="list-style-type: none"> Cllr Crouch has reviewed the existing plan, noting actions that have been done. It was agreed that the Council should consult with parishioners to see what their priorities are for the next few years. <u>Action:</u> Cllrs Bake & Crouch to prepare a questionnaire. <u>Action:</u> Clerk to put notice in LVN about picking up after your dog and disposing of dog mess. <u>Action:</u> Clerk to put details of how to report fly tipping in LVN Following discussion it was agreed that the Parish Councillors are unable to commit any additional time to organizing and attending village interest groups. There are a number of parishioners who have expressed an interest in joining a wildlife and environmental group; it is suggested that one or two of these parishioners take responsibility for setting up and running this group. <u>Action:</u> Cllr Manny to prepare a BNPC Environmental Statement Prior to meeting Clerk had circulated current action plan, which in future will be linked to Parish Plan. 	RG SC/JB CM
2	<p><u>Litter Pick</u></p> <ul style="list-style-type: none"> Proposed date for litter pick is Saturday 18 June. Volunteers to meet outside Pavilion for safety talk and to be assigned areas. (post meeting new date of 2 July has been agreed) All equipment will be supplied. <u>Action:</u> Cllr Manny to write risk assessment <u>Action:</u> Cllr Manny to put notice in LVN <u>Action:</u> Clerk to check insurance 	CM CM SM
3	<p><u>Play Park</u></p> <ul style="list-style-type: none"> Bark needs raking. Suggested that a rake is kept in Pavilion store room, so that Cllr Osmond can rake bark regularly. 	SM

	<p><u>Action:</u> Clerk to speak to Flood Warden to check that this is ok.</p> <ul style="list-style-type: none"> • Cllr Needham thanked Councillors for their work in repainting the play equipment. • Carousel is not moving. <p><u>Action:</u> Cllr Needham to obtain quotes to mend it.</p> <ul style="list-style-type: none"> • Cllr Osmond to carry out inspection on the play area and parish field fortnightly. <p><u>Action:</u> Clerk to provide forms</p>	MN SM
4	<p><u>Hountwell Pump</u></p> <ul style="list-style-type: none"> • Cllr Godwin to carry out risk assessment of Hountwell Pump 	RG
5	<p><u>Platinum Jubilee</u></p> <ul style="list-style-type: none"> • Site for beacon was agreed. The lighting of the beacon will not be opened to the public. <p><u>Action:</u> Clerk to put notice in LVN informing that the beacon can be viewed from the footpath opposite the shop and from the church; look towards top of revels hill.</p> <ul style="list-style-type: none"> • Risk assessment was received for the jubilee picnic - Parish Council reviewed and approved. • Extra chairs were required for the event. <p><u>Action:</u> Cllr Needham to make sure chairs are available.</p> <p><u>Action:</u> Clerk to write to FWAG and Youth Club, thanking them for trees that they have donated to mark the jubilee</p>	SM MN
6	<p><u>Parish Pavilion</u></p> <ul style="list-style-type: none"> • Repointing – the builder who was intending to do the repointing is very busy. Councillors would ideally like the work done this summer. Cllr Baker has found a different builder, who has quoted £ 150 per day, estimating three days work. It was agreed to go with this quote, with a cap of £ 500.00. <p><i>Proposed Cllr Foot, Seconded Cllr Ames, AIF</i></p>	JB/SM
7	<p><u>Parish Field</u></p> <ul style="list-style-type: none"> • All-weather track – quotes to be obtained with a view to applying for grants to tarmac the track. <p><u>Action:</u> Clerk to provide Cllr Manny with specifications</p>	SM/CM
8	<p>Japanese Knot Weed has been spotted at Ridge Hill.</p> <p><u>Action:</u> Cllr Baker to obtain picture and Clerk to report.</p>	
2022/5-18	<p>To consider all correspondence received for decision, consultation and information</p> <ul style="list-style-type: none"> • Dorset Council – Survey, ends 12 May – How did the Council prepare for the influx of holiday makers in 2020/21? • Technical Consultation on Street Naming - Dept. for Levelling Up, Housing & Communities – ends 22 May 2022 	
2022/5-19	<p>Other matters for information - Agenda Items for Next meeting</p> <ul style="list-style-type: none"> • Annual Parish Meeting – it was agreed that the June meeting will be the Annual Parish Meeting. <p><u>Action:</u> Clerk to contact Cllr Haynes and ask her to speak.</p>	SM
2022/5-20	<p>Date of next meeting</p> <p>Proposed date – Tuesday 14 June</p>	

The meeting concluded at 10.00 pm.

Signed: _____

Date: _____

BUCKLAND NEWTON PARISH COUNCIL

Chairman's Report

We started the year with Covid lock down and zoom meetings, which caused us new challenges.

We duly elected our new councillors Sheila Crouch, Mick Ames and Christina Manny who have all proven to be a real asset to the Parish Council.

It has been a busy year with new railings around the play area, maintenance on the all-weather track removing stones and then reinstating part of the track after the flooding. The bus shelter has been reroofed and both the sand store & salt bin have been relocated around the Parish Pavilion.

Our emergency Plan has been reviewed and flooding issues in the village are still work in progress.

Jubilee Trees have been planted alongside the playing field, kindly donated by FWAG and Buckland Newton Youth Club.

Recently Councillors have re painted the children's Play area in the ongoing maintenance of keeping village assets up together.

We are hoping to order a new SID after generous donations from crowd funding in the community.

A big thank you to all the Councillors, volunteers and Sarah our Parish Clerk for their hard work, a great team effort.

Councillor Mark Needham
Chairman

Parish Report for April 2021

Jill Haynes Chalk Valley Ward. Dorset Council

The third Lockdown seems to have had the right effect in Dorset and the figures for the last week in April were 11.5 per 100K in the Dorset Council area. There was sadly one death and four people were in hospital. The rate continues to fall week on week through the month. Social distancing still needs to be maintained but the measures are gradually being relaxed.

The government ruling that no longer allows councils to hold virtual meetings is very unsatisfactory. We simply do not have the spaces to have appropriate social distancing. For example, the large auditorium which is the county hall council chamber can only have 18 people socially distanced. For a cabinet meeting there are some 25/30 people without any members of the public so it looks as if we will have to have the 9 Cabinet members in one room and a video link to officers and clerks possibly a third room for the public. Wembley stadium isn't big enough for the full council!!

In Children's services there are some very positive results coming through from the new transformation work with children and their families. The numbers of children in the council's care, including foster children, has fallen from 525 before Christmas to 442 this month. Dorset Council purchased a private school, St Marys, in December. The school is based on the Dorset /Wiltshire border near Shaftesbury. After an 8 week consultation the council has been given the go ahead to turn the school into a centre of excellence for children with special educational needs. The school has superb facilities and is ready to go with virtually no alterations. This will give the council the opportunity to provide for these children locally and we hope to bring many of those who are educated out of county, and who have to travel very long distances for their special educational needs, into the school. Providing this in-house setting should make considerable savings for the council as the out of county private provision is extremely expensive. In some cases, as much as £15k per week for a child.

Dorset Council has just opened up a new Community and Culture fund the link for the grants is here [Community and Culture Project Fund - Dorset Council](#) Please share this as widely as possible in your community. There are some quite strict criteria so please read all the documentation through before making an application.