

**Minutes of the Sutton Poyntz Society Committee Meeting of 14th March 2017
at the Mission Hall.**

1. *Present:* Mike Blee, Terry Pegrum, Bill Egerton, Hilary Davidson, Jackie Greet, Sue Wintle, Peter Riley, Peter Dye, Jez Cunningham.
Apologies. Jill Kelsey, Liz Balfe, Chris Hubbard.
2. *Minutes of previous meeting*
The amended Minutes for the meeting of 10th January were approved and signed. The draft Minutes of the meeting on 7th February were incomplete in relation to correspondence on the Land north of Morlands planning application, and would be amended [**Action BE**].

Concern was expressed at recent delays in production of draft Minutes, leading to inaccuracies. An intention was expressed to have draft Minutes completed within 2 days of meetings. The new Committee would also consider the possibility of appointing a Minutes Secretary to reduce the load. Another suggestion, of recording meetings, was thought to be unnecessary.

3. *Additional items (new and repeat) not on the Agenda*
Three items were added to the Agenda; pond clearance and the state of the pond banks, added to Item 10, and Data Protection added to Item 12.
4. *Code of Conduct for Committee*
TP had distributed a draft amendment to the Society's Constitution, with some minor changes and the addition of a Code of Conduct. The changes were discussed, as follows:
 - a. Paragraph 2c talks about "making a study" of the village, words that have probably been there since the Society's foundation but are rather out of date; TP's suggestion of "consult with and assess" was agreed;
 - b. Paragraph 2h on fund raising makes no reference to seeking sponsorship; the suggested rewording was agreed;
 - c. Paragraph 10 currently allows a Committee member who has declared an interest to be involved in the debate or decision at the Chairman's invitation; it was agreed to remove this stipulation;
 - d. After debate, the proposed wording for a Code of Conduct, based loosely on the Code of Conduct for Local Government Employees, was approved. However it was agreed that this should be a separate document, and that the Constitution should be amended to that it refers to a Planning Policy, a Code of Conduct and a Data Protection policy.

It was agreed that the Code of Conduct and the amended Constitution would be published on the website and via a Newsbite, asking members to read them before the AGM.

5. *Member's personal issue*
MB reported that there had been a meeting between the individual member and the pub, but no agreement had been reached. It was agreed to approach the pub to see if they would agree to set an end date for the barring [**Action PD**].
6. *Neighbourhood Planning*
 - a. Update
BE reported that analysis of the Stage 2 Survey was nearly complete, and a Newsletter would be issued shortly to publish the results. Draft chapters of the Neighbourhood Plan were being written by the various Subgroups.

BE also reported that sadly Katrina Blee had resigned as Chairman and from the Steering Group, following accusations levelled at her by another Steering Group member. BE and others stated that the Neighbourhood Plan process owed a huge debt to Katrina for her dedication, very hard work, and knowledge. An excellent candidate as replacement Chairman had come forward, and would be appointed at the Steering Group meeting next week. It was agreed that a

letter of great thanks would be sent to Katrina on behalf of the Society, as Forum [**Action MB**].

b. Financial delegation

The question of the £300 expenditure by the Steering Group on a traffic survey, disallowed from our grant application, was discussed again. From the Society's point of view, it seemed that the Steering Group had believed they had Society permission for this expenditure but there was no documentary evidence for this. After further discussion it was agreed that the Terms of Reference themselves were adequate, but a letter would be sent to the Forum to clarify how the processes should work [**Action BE**]. It was agreed that the traffic survey itself was extremely useful and must be published.

7. *Planning*

It was noted that the development at Hunt's Yard had diverged from the application plans by not including some internal garaging. It was agreed that we should alert the Planning Office [**Action BE**].

8. *Sutton Poyntz Ltd*

The SPLtd accounts for the year ending June 2017 had been submitted, and the end of accounting year had been changed.

9. *AGM arrangements*

Four Committee members announced their resignation from the Committee; LB, MB, SW and PD. It was agreed that a Newsbite would be issued seeking new volunteers.

An Agenda would be distributed and published; this would include the usual items, plus the talk on the National Park, and approval of the amended Constitution, the Code of Conduct, and CIC status for SPLtd [**Action BE**].

It was agreed that refreshments would be served at the end, chargeable to the Society account.

10. *Other village matters*

a. The Pond – History Boards – No progress by the Neighbourhood Plan Heritage subgroup.

b. Top of the Pond drainage – No progress.

c. Ideas for telephone box – Further progress expected after the AGM.

d. Bench near Brookmead – JC reported that the new timber and ironmongery would cost approximately £250. It was agreed to go ahead.

e. Defibrillator – The pub had been contacted and access to the Defibrillator would be restored in due course.

f. Millennium Oaks – The Lunns had been contacted to about the damage.

g. Pond clearance – It was agreed to seek volunteers for a clearance weekend on 24th/25th March [**Action JC**].

h. Banks of pond – MB had contacted Cllr Ian Bruce about this. The response had been that ownership was unclear. BE pointed out that Wessex Water's terrier contained information that showed clearly that the pond had been transferred to the Borough including "subsoil to the centre of the road".

11. *Village Events / Activities*

a. Coffee Mornings: The March coffee morning had been cancelled as a result of heavy snow.

12. *Communications*

a. Newsletters & Newsbites: No report.

b. Welcome Leaflet: No progress.

- c. Data Protection: JC noted that new Data Protection regulations removed exemptions that small Society's had previously enjoyed, and that members' specific agreement to the Society holding personal data would be needed in future. The same changes, to be introduced in May, would affect the Street Fayre and bodies such as the WI. JC had been discussing this as a Street Fayre committee member.

PD noted that he was aware of a Society with the same problem who might already have developed processes. He would contact them [**Action PD**].

A Data Protection Policy would be needed by May, and Membership Forms will be needed in time for the AGM with specific wording for members to authorise the holding of data.

13. *Other Village Activity reports*

No reports.

14. *Committee Reports*

It was noted that the Mission Hall was about to be redecorated.

15. *Treasurer's Report*

TP had distributed a report before the meeting, showing coffee morning income of £64.90, and reimbursement of money advanced to the Neighbourhood Plan process, now that grant money had been received by SPLtd. The combined bank and cash balance was now £2840.05.

16. *Correspondence*

BE had received from Irene Brierley an acknowledgement of his letter of apology.

In addition, BE had received a notice of an AONB Annual Forum and a British Heart Foundation newsletter.

17. *Date of next meeting*

The next meeting is the AGM, on Wednesday 11th April in the Mission Hall.

The next scheduled Committee meeting is on Wednesday 9th May.

Minutes agreed and approved:

Date: