



MINUTES OF THE COUNCIL MEETING 1 JUNE 2020 ONLINE MEETING

PRESENT: Cllr. Rowland Hibbard (Chairman), Cllr. David Leader (Vice Chairman), Cllr. Tim Bassett, Cllr. Cindy Bodycombe, Cllr. Steve Chubb, Cllr. Andrew Frampton, Cllr. Bob Harris, Cllr. Fraser Hughes, Cllr. Susanna Laurie, Cllr. Kevin Madder-Smith, Cllr. Dorothy Rowe, Cllr. Jacqui Sewell.

ATTENDANCE: Councillor Simon Christopher (Dorset Council), Helen Cudmore (Clerk).

ABSENT: Councillor Lloyd Curtis

The Meeting commenced at 7.30 pm and was opened by the Chairman. There were two members of the public in attendance. Councillor Hibbard welcomed Councillors and members of the public to the first online Parish Council Meeting and informed that the meeting was being recorded and would form part of the Public Record. Councillor Hibbard paid thanks to Councillors and the wider community for their considerable efforts during these difficult times.

1. APOLOGIES AND APPROVAL OF ABSENCE

Apologies were received from PCSO Bishop and from Councillors Hardwill and Chumbley and unanimously approved by the Parish Council.

2. DISCLOSURES OF INTERESTS, DISPENSATIONS AND REGISTER OF INTERESTS UPDATES

a. To receive disclosures of personal and prejudicial interests from Councillors and employees on matters to be considered at the Meeting.

None.

b. To receive requests for dispensations.

None.

c. To grant any requests for dispensation.

None.

d. To receive any updates to the Register of Interests from Councillors.

No updates were received.

3. MINUTES OF THE LAST MEETING

The minutes from the meeting held on 9 March 2020 were confirmed as a true record and unanimously approved by the Council. Councillor Hibbard asked the Clerk to forward a written copy for signature.

4. MATTERS ARISING

None.

5. PUBLIC PARTICIPATION

Councillor Hibbard invited members of the public to address the Council. A member of the public expressed her wish to comment in relation to planning matters at the relevant point in proceedings. Councillor Hibbard confirmed that this was acceptable.

a. Report from Councillor Simon Christopher, Dorset Council

Councillor Hibbard welcomed Councillor Christopher to the meeting and invited him to present his report. Councillor Christopher reported that since the Parish Council had last met, Dorset Council has been actively involved in supporting vulnerable people and assisting the local business community. Central to this has been the Cabinet and in particular Laura Miller as Portfolio Holder for Adult Services and Andrew Parry Portfolio Holder for Children's Services. Councillor Christopher stated that virtual meetings have convened every week and that he has liaised constantly with the above Councillors and the Leader Spencer Flower together with Ray Bryan for highway matters, Peter Wharf for broadband issues, David Walsh for planning and Gary Suttle for business support matters. Councillor Christopher reported that he had been involved with a number of matters including planning enforcement - alleged lockdown breaches and supporting community groups and that he had spoken with the Member of Parliament on many occasions and also Parish Councillors and those at the heart of farming organisations. Councillor Christopher stated that he had chaired a number of meetings including the Western and Southern Area Planning Committee meeting using Microsoft Teams and had attended an Audit and Governance meeting. Councillor Christopher stated that he had and continues to work with Council Officers on a daily basis to resolve difficulties and to facilitate the continual provision of services.

Councillor Hibbard thanked Councillor Christopher for his report and asked for questions. Councillor Rowe reported that she had written to Councillor Christopher requesting information about grass cutting on verges as she had already contacted the relevant department at Dorset Council and had not received a reply. Councillor Rowe stated that the reply she had received from Councillor Christopher was not relevant to her enquiry and that she was not satisfied. Councillor Rowe stated that her reply had included the fact that Councillor Christopher had stated his intention to walk the paths and check the stiles with Russell Goff and that she had asked whether this meant all the paths in the Marshwood Vale ward including the seventy-three located in the Grouped Parish. Councillor Rowe informed that she did not receive a satisfactory reply. Councillor Rowe stated that there was a positive outcome as Russell Goff who had been copied into the message replied and that the grass

cutting was sorted out between them. Councillor Hibbard asked Councillor Christopher if he wished to reply. Councillor Christopher stated that he was aware that many people in the ward are concerned about all wildflowers, especially in the verges and that he had spoken to the Vice Chairman of the Parish Council about the mutual desire to improve footpaths and that it is regarded as work in progress. Councillor Rowe stated that she had asked a specific question as she had wanted to stop the cutting of the verges in Broadwindsor and that Councillor Christopher did not respond to that question. Councillor Rowe stated that she was interested in the whole of the Marshwood ward but that she had a concern about Broadwindsor and stated that the verges had been scheduled to be cut in the following week and that she was able to get a response but not from Councillor Christopher. Councillor Rowe urged Councillor Christopher to respond to matters relating specifically to Broadwindsor Group Parish Council and that the Grouped Parish needs Councillor Christopher to be the link person who responds to specific requests. Councillor Christopher stated that there were highways safety implications and proposed that this matter could be best progressed by exchanging emails.

b. Report from Dorset Police

In the absence of PCSO Bishop, the Clerk read aloud his report. The report stated that fortunately crime had been low over the last couple months. On 3 May Dorset Police received a report of criminal damage to the barriers set up at Pilsdon Pen. It is not known who was responsible, but it was assumed to be someone wanting to use the car park to walk the area. The report stated that during the lockdown period Dorset Police has seen the vast majority of people being very sensible. PCSO Bishop stated in the report that he would also like to thank and highlight the work being done by many volunteers helping to keep things going, such as those at the Community Stores and also carers and people looking after vulnerable people. The report stated that there had been a couple of reports of scams, and advised people to be vigilant, both themselves and with any vulnerable people they may care for/look over.

6. PARISH COUNCIL RESPONSE TO CORONAVIRUS (COVID-19)

a. Brief Community Updates from Councillors

Councillor Sewell stated that she had circulated two reports, from the DAPTC Executive meeting and from BAVLAP and stated that as Chair of BAVLAP she has attended weekly meetings via Zoom and that the information had been invaluable, especially for community groups and small businesses. Councillor Sewell stated that in Broadwindsor, the Post Office service is working very well and now operates each Friday. Councillor Sewell stated that there are also plant sales, spare produce has been offered and face shields have been made and donated. Councillor Sewell paid thanks to Councillor Laurie for providing a face shield, which has been very useful. Councillor Sewell stated that the Community Shop and its volunteers have been providing an excellent service and thanked the community for its support.

Councillor Madder-Smith reiterated the thanks to the Community Shop and volunteers for all of their great efforts and also thanked Councillor Laurie for the face shields that she dropped off to the Shop. Councillor Leader reported that the MUGA had been made available at the start of the lockdown period for single households only and that it had been well used and in line with the Government's easing of restrictions, it was now being made available for mixed households. Councillor Leader reported that the sports field had not been cut and that the grass is long but that this has had the desired effect of preventing groups of young people congregating during the earlier part of the lockdown period. Councillor Leader stated that the grass does now need cutting as it is becoming difficult for dog walkers and that its usage should be reviewed as and when Government advice changes.

Councillor Rowe reported that she has been supporting a number of vulnerable people in Broadwindsor, especially those living in Fullers. Councillor Rowe stated that she has encountered a problem and wanted to ask if other Councillors had experienced the same. Councillor Rowe stated that for elderly residents, their normal everyday networks have broken down and stated that there is one elderly person in particular, whose relatives are themselves shielding and is in need of support. Councillor Rowe stated that she had contacted Councillor Laura Miller who has been very helpful, about this person and put her in contact with the wider family. Councillor Miller had stated that Dorset Council preferred to keep people in their own home and suggested that someone could visit and carry out a welfare check. Councillor Rowe stated that the person did not have a telephone or access to the internet. Councillor Rowe stated that another person from Dorset Council had contacted the family, stating that there were no resources to help this person and offered the use of a mobile telephone, which was not appropriate. Councillor Rowe stated that she had been back in touch with Councillor Miller again and she was going to resolve the matter. Councillor Rowe stated that she was happy to see that there is support out there but sometimes the Parish Council is needed to act as the intermediary.

Councillor Sewell stated that there had been great concern at the start of the lockdown period about shopping online as not everyone uses a computer. Councillor Sewell reported that she had been taking her own computer to the Post Office morning to allow people to use it to contact their family and online shop. Councillor Sewell reported that she had circulated information about the service which Morrisons had introduced, which provided a telephone number with a real person at the other end who provided a list of the groceries available to order and then the groceries were selected in Bridport and delivered the next day. Councillor Sewell stated that this had been an excellent service and paid thanks to Morrisons in Bridport. Councillor Rowe concurred.

7. CORRESPONDENCE AND NOTICES

a. Broadwindsor Parishioner, Dog Fouling in Yarn Barton

The Clerk reported that she had received an email from a Broadwindsor resident raising concern about persistent dog fouling in Yarn Barton. The Clerk stated that this was not the first time that a complaint about this had been received and that Councillor Leader had visited the resident and had put up a number of notices. Councillor Leader reported that the signs were direct in their tone and stated that those responsible would be reported to the relevant

authorities and that the Parish Council would do everything in its power to identify the culprit. Councillor Leader stated that he was pleased to report that after the signs were erected, no further incidents of fouling have been reported.

b. Broadwindsor Parishioner, Adoption of Broadwindsor Telephone Box

The Clerk reported that a request for the Parish to adopt the telephone box in Broadwindsor had been received from a Broadwindsor resident and that she had circulated information to Councillors to provide clarity on the status of the box, namely that it is a listed building and cannot not be removed, that although it seemed to be out of service, it is listed as a working service with BT and that should the Parish wish to adopt, a request to Dorset Council would have to be made by BT, Dorset Council would need to carry out a consultation on removing the working service and that if no objections were raised, then the Parish could adopt. The Clerk stated that Councillor Chumbley had raised his concern about the Parish Council taking on a listed building. Councillor Hibbard suggested that the Council contact BT and ask about the conditions for adopting a box with listed building status, all Councillors agreed.

c. Magna Housing, Request for Litter Bin at Fullers

The Clerk reported that a request for the Parish to install a new bin in Fullers had been received from Magna Housing and explained that a home-made bin had been put up by a resident without any permission and was asked by Magna Housing to remove it. Magna Housing had reported that there have been a number of complaints about dog mess and suggested that a new bin could be erected near to the communal hall so it is visible but not too close to houses. Councillor Leader agreed to meet with Magna Housing to discuss further.

d. Dorset Council, Conclusion of Code of Conduct Complaint

The Clerk reported that she had received a communication from Dorset Council, informing of the outcome of an investigation which had been carried out following a complaint made against former Councillor Brian Hedditch, that he had acted inappropriately and dishonestly in relation to a planning application and that he did not comply with the principles of public life. The Clerk reported that the Audit and Governance (Hearing) Sub-Committee had accepted the conclusion of the Investigating Officer and recommendation to dismiss the complaint and take no further action. This was noted by the Parish Council.

8. ACCOUNTS

a. To receive the Finance Report

The Clerk referred Members of the Council to a spreadsheet highlighting income and expenditure for the first quarter of 2020/2021, which had previously been circulated. The current balance as of the 24 May 2020 was £35,731.36 . There were no questions.

b. Overview and Timetable for the 2019/2020 Annual Governance and Accountability Return (AGAR)

The Clerk reported that changes to Government legislation in response to the Coronavirus allows parish councils an extension to the normal timetable for completing and submitting their Annual Governance and Accountability Return. The Clerk reported that the deadline for submission is 31 July, but if councils could not meet this deadline, they would be allowed up until November to complete. The Clerk stated that she was confident that the deadline of 31 July was realistic and could be met. The Clerk stated that the Audit Certificate must be published on the Parish Council's website by 30 November. The Clerk reported that she had spoken with the Internal Auditor who had confirmed that she would still be able to complete the audit for the Council.

c. To approve Section 1 – Annual Governance Statement 2019/2020

Councillor Hibbard asked the Parish Council to approve Section 1 of the Annual Governance and Accountability Return, the Annual Governance Statement for 2019/2020.

Resolved: Proposed by Councillor Leader, seconded by Councillor Sewell and agreed by a show of hands, the Council unanimously approved Section 1 of the Annual Governance and Accountability Return, the Annual Governance Statement for 2019/2020.

d. To approve Section 2 – Accounting Statements 2019/2020

Councillor Hibbard asked the Parish Council to approve Section 2 of the Annual Governance and Accountability Return, the Accounting Statements for 2019/2020.

Resolved: Proposed by Councillor Leader, seconded by Councillor Sewell and agreed by a show of hands, the Council unanimously approved Section 2 of the Annual Governance and Accountability Return, the Accounting Statements for 2019/2020.

e. To approve £727.18 for Community First (Zurich Municipal, Annual Insurance Premium)

f. To approve payment of £25.00 to Broadwindsor Allotment Group (Reimbursement of Deposit)

g. To approve payment of £4.80 for Total Web Solutions (Additional Storage)

h. To approve payment of £3.60 for HMRC (NI)

i. To approve payment of £26.99 for Councillor Rowe (Replacement Hose)

j. To agree award date and payment of £1800.00 for Broadwindsor Community Stores (Annual Grant)

Councillor Hibbard reported that he had been asked by the Community Shop if they could receive their annual grant in April, at the same time as the Parish Council pays the grants to the three village halls. The Clerk confirmed that the first grant to the Community Shop had been made in December 2019 and was not now due until December 2020. Councillor Hibbard stated that he had no objection to paying the grant earlier and stated that it would have to be included in the Accounts for the next meeting. Councillor Bassett proposed that agenda items e to j be approved en bloc, this was agreed.

Resolved: Proposed by Councillor Sewell, seconded by Councillor Bassett and agreed by a show of hands, the Council unanimously approved payments e to j.

k. To consider options for the repair of the Drimpton Defibrillator

Councillor Bassett reported that the cabinet for the defibrillator in Drimpton had become faulty and that it was no longer under warranty. Councillor Bassett stated that enquiries had been made to resolve the problem and that a communication from AED had recommended the Armor Stainless Steel Cabinet which was an unlocked cabinet and stated that this cabinet was recommended over any other model as it was most universal, reliable and came with a ten year warranty. Councillor Bassett stated that the cost of this cabinet was £465.00 plus VAT. Councillor Bassett stated that the cost of repair was similar to the purchase price of a new one and to that end it made no sense to repair as this would not provide a ten year warranty. There were no objections to this proposal.

Resolved: Proposed by Councillor Bassett, seconded by Councillor Chubb and agreed by a show of hands, the Council unanimously approved payment k.

l. To note payments approved under Scheme of Delegated Authority (28 March and 4 May 2020)

28 March 2020

BGPC

- a. £6.71 for HMRC (NI)
- b. £2800.00 for Comrades Hall (Grant)
- c. £2800.00 for Drimpton Village Hall (Grant)
- d. £2400.00 for Blackdown Village Hall (Grant)
- e. £2000.00 for Broadwindsor Community Stores (Grant)
- f. £212.16 for Footeprints Limited (Printing)
- g. £202.09 for Swift Signs Weymouth LLP (MUGA Sign)
- h. £920.70 for the Clerk (Salary Adjustment January, February, March)

FMR TRUST

- a. £222.57 for Broadwindsor Group Parish Council (Administration)

4 May 2020

BGPC

- a. £1.80 for HMRC (NI)
- b. £79.98 for Councillor Leader (Reimbursement for Watering Can & Hose for Wildflower Verges)
- c. £4.80 for Total Web Solutions (Excess Disk Space)
- d. £70.00 for DAPTC (Councillor Induction Training & Zoom Training)
- e. £530.40 for Dorset Council (Litter Bins)
- f. £79.69 for the Clerk (Expenses including Monthly Zoom License)

- g. £35.00 for BAG (Reimbursement of BAG Fee included within Allotment Renewals)
- h. £75.54 for Susannah Madigan (Reimbursement for purchase of wheelie bin for recycling, to be located at Comrades Hall)
- i. To note payment of £150.00 for Councillor Rowe (Compost & Seeds) – *(Already Approved at the Meeting of the Parish Council on 9 March 2020)*

These payments were noted.

9. PLANNING APPLICATIONS

a. Applications Received and Circulated for Consultation

Councillor Hibbard asked the member of the public who had expressed her wish to comment on planning matters if she wished to address the Council at this time. The member of the public enquired about recent planning applications affecting Drimpton. The Clerk informed that a number of planning applications had been received by the Council during the early stage of the lockdown period when it was not possible to convene a meeting. The Clerk stated that she had posted information about each application on the Council's website and facebook pages and had a list to hand detailing all applications received during this period. The member of the public asked whether an application had been received from Lower Knapp Farm, the Clerk confirmed that the Parish Council had not been asked to comment on any such application. Councillor Sewell stated that if the member of the public required any assistance on planning matters, then she was welcome to come along to Comrades Hall on a Friday between 10.00 am and 12.00 pm and that she would be very happy to help her.

b. Other Applications

The Clerk reported that three new planning applications had been received after the formal publication of the agenda. These were listed as follows:

WD/D/20/001069, Higher Farm, Seaborough, DT8 3QY

WD/D/20/001070, Higher Farm, Seaborough, DT8 3QY

WD/D/20/001150, Spring House, Honeycombe Fam, Clanden Hill, Broadwindsor, DT8 3PU

Councillor Laurie confirmed that she would lead the consultation for the first two applications and Councillor Sewell confirmed that she would lead the consultation for the latter application.

c. Results

None.

10. ALLOTMENTS

a. Identification of Japanese Knotweed

The Clerk reported that she had been informed by Broadwindsor Allotment Group that there was again an outbreak of Japanese Knotweed on the Allotments and that she had reported this to Dorset Council and was awaiting a response as to whether they would spray the area in question as they have done on previous occasions.

11. HIGHWAYS

a. Report from the Footpaths Officer

Councillor Rowe stated that she was looking forward to liaising with Councillor Christopher regarding footpaths and stiles and to follow up her long-awaited request about information about training for footpath officers.

b. Verge Management in the Grouped Parish Area

Councillor Rowe reported that the wildflowers were just about to come out and that she was looking forward to that being successful. Councillor Rowe stated that she and Councillor Leader had been in contact with a Broadwindsor resident regarding strimming the verges and stated that as Councillor Christopher had pointed out, there are restrictions on the width that you have to leave from the edge of the verge and confirmed that they were being compliant. Councillor Rowe stated that the wildflower verges were being well looked after and watered everyday. Councillor Hibbard thanked all those who have helped with the verges.

12. AFFORDABLE HOUSING

a. Report from the Broadwindsor Group Parish Community Land Trust

Councillor Leader reported that the application was still with Dorset Council and that they had asked for another ecological survey of the site which was due to take place that week and stated that he hoped that the report would be compiled quickly and sent to Dorset Council. Councillor Leader stated that he hoped that a decision would be returned shortly after that. Councillor Sewell reported that to date, West Dorset and Dorset Council had provided £44,000 towards the project, and further stated that the original amount had been £42,000 but had to be increased to pay for the costs of another ecological survey.

13. MATTERS OF INTEREST AND INFORMATION

a. Items for next Agenda from Members of the Council

Councillor Rowe stated that there had been reports of problems of rats in Fullers and that Magna Housing hadn't yet resolved the issue. Councillor Rowe asked whether the Council could write a letter and stated that she was unsure as to whether this had to be included as a formal agenda item or whether the letter could be sent now. Councillor Hibbard stated that given the nature of the problem, it would not be wise to wait another month, Councillors concurred and the Clerk was asked to draft an appropriate letter.

Councillor Sewell stated that either for the next meeting in July or possibly in September, it would be useful to have a review of the Parish Council's response to this crisis, looking at what worked well and what could have been better. Councillor Sewell also stated that a list of people to thank should also be collated.

Councillor Hibbard stated that he had an item to add to the agenda for the next meeting which was a communication he had received from Honeycombe Farm, regarding the repair to the road surface. Councillor Bassett stated that the bridge in Drimpton over the Little Axe which was dredged a number of years ago now needed dredging again in order to maintain a good flow. Councillor Bassett stated that he was in receipt of a quotation from the same

contractor who had dredged last time and the cost proposed was £550.00. Councillor Bassett asked for this matter to be added to the agenda for the next meeting.

b. Items for next Agenda from Members of the Public

None.

14. PUBLIC PARTICIPATION

Members of the public were invited to address the Council by Councillor Hibbard. No comments were made.

15. DATE OF NEXT MEETING

The Clerk confirmed that the Annual Parish Meeting had been cancelled and that the Annual General Meeting can be rolled over to 2021, all Councillors agreed with these decisions. The date of the next online Parish Council meeting was agreed for Monday 13 July.

16. CLOSE

The Council Meeting was formally closed at 8.29 pm. Councillor Hibbard thanked everyone for attending.