



## **MINUTES OF THE COUNCIL MEETING 10 DECEMBER 2018**

### **COMRADES HALL**

**PRESENT:** Cllr. Rowland Hibbard (Chairman), Cllr. David Leader (Vice Chairman) Cllr. Tim Bassett, Cllr. Steve Chubb, Cllr. David Chumbley, Cllr. Lloyd Curtis, Cllr. Andrew Frampton, Cllr. Peter Hardwill, Cllr. Brian Hedditch, Cllr. Susanna Laurie, Cllr. Kevin Madder-Smith, Cllr. Jacqui Sewell, Cllr. Roger Smith.

**ATTENDANCE:** Helen Cudmore (Clerk).

The Meeting commenced at 7.30 pm and was opened by the Chairman. There were six members of the public present. Councillor Hibbard welcomed Councillors and members of the public to the Meeting.

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#### **1. APOLOGIES AND APPROVAL OF ABSENCE**

Apologies were received from Cllr. Cindy Bodycombe, Cllr. Dorothy Rowe and from PCSO Bishop 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.**

Councillor Hedditch declared an interest in Agenda Items 8b and 15a.

**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 12 November 2018 were confirmed as a true record and signed by Councillor Hibbard and unanimously approved by the Council.

#### **4. MATTERS ARISING**

None.

## **5. PUBLIC PARTICIPATION**

Members of the public were invited to address the Council by Councillor Hibbard. No matters were raised.

### **a. Report from Councillor Knox**

No report.

### **b. Report from Councillor Sewell**

Councillor Sewell reported that regarding the transfer of West Dorset District Council's assets to Town and Parish Councils as raised at the last Meeting, she was hopeful that a solution had been found and stated that the matter would be going back to Full Council on 13 December. Councillor Sewell stated that she was hopeful that all transfers would be approved. Councillor Sewell also reported that she would be attending a meeting of the Communications Group and that the newsletter which was sent out every two weeks was an effective tool for delivering the latest news updates.

### **c. Report from Dorset Police**

In the absence of PCSO Bishop, the Clerk read aloud his report. The Clerk stated that there were no crimes to report since the last meeting and stated that there had been a few opportunist thefts across the Beaminster area recently, where the victims had left items unattended and on view, or insecure. PCSO Bishop stated in his report that he would be holding his next surgery at Comrades Hall on Friday 14 December.

## **6. CORRESPONDENCE AND NOTICES**

### **a. Mr. Andrew Hookings, Welcome Pack**

Councillor Hibbard invited Mr. Hookings to address the Council. Mr. Hookings asked the Council to consider supporting the production of a Welcome Pack, aimed at informing new residents to the Grouped Parish area about local facilities, services, groups and organisations. Mr. Hookings reported that he had obtained quotations from a local printer and provided Councillors with the prices for a number of different formats, print runs and art work production. Mr. Hookings stated that there was an option to have one universal folder or individual ones for each Parish area. Councillor Hibbard stated that he recalled that there was interest in such a pack at the time of the Parish Plan in 2012 and welcomed the idea. Councillor Chubb stated that he would welcome just one universal pack with the same information within rather than separate packs and stated that sponsorship may attract additional revenue to help fund the production cost. Councillor Sewell stated that the pack should be available on the website as well and should only be given to new residents and that they should be asked to return it if it is not of interest to them. Councillor Sewell stated that the pack could also contain useful local numbers. Councillors Bassett and Leader stated that a Welcome Pack was a good idea. Councillor Bassett asked if the pack would be given to local estate agents and stated that a lead person should be nominated to co-ordinate the process.

The Clerk read aloud comments received from Councillor Rowe regarding this agenda item stating that she thought it an excellent idea and that it should prove to be an asset to the Parish and to people new to the villages, in the provision of comprehensive information about how to access the whole range of services, facilities and social activities available. Councillor Rowe had also stated that if the concept was agreed, that she would be happy to be involved in the work of putting the pack together. Councillor Hardwill stated that this matter should be added to the agenda of the next meeting for further discussion.

Councillor Hibbard asked Members of the Council for their approval to address Agenda Item 8b at this point in the proceedings, all Members agreed. The minutes have been recorded in their original order.

## **7. ACCOUNTS**

### **a. The Finance Report**

The Clerk referred Members of the Council to a spreadsheet highlighting income and expenditure for the first, second and third quarters of 2018/2019, which had previously been circulated. The current balance as of the 30 November 2018 was £71,925.50 which included £52,733.00 of ring-fenced funds for the MUGA project and Fingerpost restoration programme. There were no questions.

### **b. To receive the External Audit Report and Certificate**

The Clerk referred Members of the Council to the External Audit Report and Certificate as previously circulated and stated that she must formally record that it had been received.

**Resolved: Proposed by Councillor Sewell, seconded by Councillor Bassett and agreed by a show of hands, the Council unanimously approved the receipt of the External Audit Report and Certificate.**

### **c. Review and discussion of Budget and Precept for 2019/2020**

The Clerk reported that following on from the discussion at the last Meeting, she had circulated the current budget and spend to date. The Clerk reported that using a calculator tool produced by the Elections Team, if an election was called in May, the Parish Council could be charged £1882.29 and stated that that this should be considered when producing the budget for the next financial year. Councillor Leader confirmed that expenditure would continue to be incurred for the restoration of Fingerpost signs. Councillor Chubb stated that Councillor Frampton had made a valid point at the last Meeting stating that the Council should consider not increasing the Precept unless it had to. Councillor Hardwill suggested a small inflationary increase of between 2.5% and 3%. The Clerk agreed to produce a draft budget for 2019/2020 and circulate it prior to the January Meeting.

**d. To approve payment of £180.00 for Mr. C Penney (Hedge Cutting)**

**e. To approve payment of £68.12 for Focus (HS) Limited (Internal Audit)**

**f. To approve payment of £240.00 for PKF Littlejohn LLP (External Audit)**

**g. To approve payment of £5.50 for HMRC (NI)**

**h. To approve payment of £42.00 for DM Payroll Services Ltd (Payroll Administration)**

**i. To approve payment of £19.47 for Clerk (Expenses November 2018)**

Councillor Bassett proposed that the payments be approved en bloc, this was agreed.

**Resolved: Proposed by Councillor Bassett, seconded by Councillor Hedditch and agreed by a show of hands, the Council unanimously approved payments d to i.**

**8. PLANNING APPLICATIONS**

**a. Applications Received and Circulated for Consultation**

**WD/D/18/002598, Bridge Farm, Chard Road, Drimpton, DT8 3RF**

The Clerk reported that this application was for the change of use of an agricultural building to a dwelling and that Councillor Smith had been nominated as the lead Councillor. Councillor Smith reported that he had spoken to the residents of the four properties that back on to this site and stated that they were all in support of the proposal as it would lead to improved access. Councillor Sewell stated that this was a good use of an existing site. Councillor Smith stated that he could not see any reason for the Council to raise an objection to this application.

**b. Other Applications**

**Mr. Nigel Whitehead, WPB, Planning proposal for Silverhay, Netherhay, Drimpton, DT8 3RH**

Councillor Hedditch left the room. Councillor Hibbard invited Mr. Whitehead to address the Council. Mr. Whitehead stated that he would not be seeking an opinion or response to the proposal as circulated, but just wanted to inform the Council of the intent to submit an application to West Dorset District Council. Mr. Whitehead stated that the application will be for a modest two-storey retirement dwelling in traditional style, located within the existing residential curtilage. Mr. Whitehead stated that a pre-application submission had already been sent to West Dorset District Council to seek their opinion and a positive response had been received. Mr. Whitehead stated that this was a stand-alone application and was not related to the proposed affordable housing scheme. Councillor Chubb asked if there would be a garage within the scheme, Mr. Whitehead stated that he was not aware of any plan for a garage but would confirm. Councillor Hibbard thanked Mr. Whitehead for his presentation.

**High Croft, Broadwindsor**

Councillor Sewell stated that she had spoken with the Planning Officer regarding this scheme. The Clerk was asked to add the matter to the agenda for January.

**WD/D/18/002762, London House, The Square, Broadwindsor, DT8 3QD**

The Clerk reported that she had just received this application and asked for a Councillor to lead on the consultation. Councillor Leader stated that he would do so and the Clerk stated that she would forward the appropriate website link and add it to the agenda for January.

**c. Results**

The Clerk reported the following result.

WD/D/18/002333, Blackdown House, Coombe Water Lane, Blackdown, DT8 3LE: Approved

## **9. REPORT ON BEST VILLAGE COMPETITION**

This item was deferred until the next Meeting.

## **10. LOCAL GOVERNMENT REFORM UPDATE**

This item was deferred until the next Meeting.

## **11. GENERAL DATA PROTECTION REGULATIONS**

### **a. To receive an update on the Data Protection Impact Assessment**

The Clerk reported that work was still ongoing. The Clerk stated that she had written to all Allotment Tenants to seek their consent for their personal data being processed and that she had provided them with a copy of the Parish Council's Privacy Policy. The Clerk reported that she had also written to the former Clerk, providing copies of the Privacy Policy and Retention of Documents Policy.

## **12. NEIGHBOURHOOD PLAN**

### **a. Report from the Broadwindsor Group Parish Neighbourhood Plan Steering Committee**

Councillor Hibbard reported that a copy of the Draft Neighbourhood Plan along with submission documents had been sent to West Dorset District Council and that the Committee were now awaiting a reply. Councillor Smith asked if the cost of the referendum should be included in the Parish Council's budget, Councillor Sewell confirmed that this expenditure would be incurred by West Dorset District Council.

## **13. ALLOTMENTS**

The Clerk reported that she had discussed the possibility of a new sign for the Allotments with the Broadwindsor Allotment Group. Councillor Madder-Smith stated that he was also discussing this with the Group.

## **14. HIGHWAYS**

### **a. Report from the Footpaths Officer**

The Clerk reported that Councillor Chubb and Councillor Rowe had been in contact with Mr. Russell Goff regarding a broken stile in Drimpton. Councillor Chubb stated that the Parish Council is required to fund half of the cost for replacing the stile, which would be £161.00. Councillor Chubb asked for Council approval to add this to the accounts for the January Meeting. Approval was granted. Councillor Hedditch asked if it would be worth waiting for the outcome of the affordable homes proposal, Councillor Chubb stated that the broken stile was dangerous and required immediate attention.

Councillor Chubb reported that he had been informed by Mr. Simon Roberts, Community Highways Office that the problem with the blocked drains had been signed off as complete but that upon inspection, it had not been done. Councillor Chubb stated that he hoped that this would be resolved soon.

### **b. Verge Management in the Grouped Parish Area**

The Clerk stated that she had been informed by Councillor Rowe that she will be meeting Mr. Russel Goff and a contractor in the New Year to discuss the way forward with the wildflower verges.

**c. Dog Fouling**

Councillor Leader reported that this was still an ongoing problem within Broadwindsor and that he had identified two people who had not picked up after their dog had fouled. Councillor Leader stated that the Parish Council must take action to address this problem. Councillor Chumbley stated that the Dog Warden should be informed and that it was for him to take appropriate action. The Clerk stated that she had contacted the Dog Warden following the November meeting and as specific details could not be passed over, he had agreed to carry out a number of random patrols in the village. The Clerk stated that she could now provide him with further details. Councillor Bassett asked whether the Parish Council should write a letter to those dog owners who do not act responsibly, Councillor Chubb stated that any action should come from the Dog Warden. Councillor Laurie stated that this was a very serious situation and that the Council should consider a ban of dogs from the Sportsfield. Councillor Leader stated that this should be a last resort. Councillor Frampton stated that he would be willing to approach any dog owner who does not pick up after their dog on Lewesden Hill. Councillor Sewell stated that she had received a complaint about dogs fouling on headstones in the Churchyard and that she would send information to the Clerk to pass on to the Dog Warden. The Clerk agreed to contact the Dog Warden again.

**d. Contaminated Soil**

Councillor Sewell stated that soil was being transported through Broadwindsor to Thorncombe and that tests were being carried out. Councillor Sewell stated that she would report back on this matter in January.

**e. Local Bus Services**

Councillor Sewell stated that the situation with the 40 Bus Service was appalling and stated that there had been no consultation or co-ordination. Councillor Sewell reported that she was now attending the Western Area Transport Action Group and a solution was being sought. Councillor Leader reported that the County Council has now provided a seventeen-seater bus which is being run by Yeovil College and stated that there is a waiting list for places. Councillor Leader stated that the problem had not been fully resolved and that a great deal of campaigning had and was taking place. Councillor Leader stated that the County Council was under huge financial pressure and was not legally obliged to provide transport to the College. Councillor Hibbard stated that the Parish Council had previously agreed to set aside £1000 to support community transport and stated that this could be utilised. Councillor Chubb asked if parents were having to pay for the bus service, Councillor Leader stated that they did have to. Councillor Leader stated that the County Council was trying to persuade Yeovil College to fund the transport. Councillor Sewell suggested that the matter be raised at the Annual Parish Meeting.

**15. AFFORDABLE HOUSING**

**a. Report from the Broadwindsor Group Parish Community Land Trust**

Councillor Leader reported that legal proceedings were still ongoing.

## **16. LEISURE**

### **a. Update of the Multi-Use Games Area Project**

Councillor Leader reported that he had received new quotations, all of which were much more expensive than the original preferred contractor, creating a shortfall of approximately £25,000. Councillor Leader stated that an application for funding from the Leader Programme had been submitted and that he believed that there was a good chance of approval. Councillor Leader stated that West Dorset District Council had agreed to carry over their funding to the next financial year and that an extension had been granted by Awards for All. Councillor Hibbard thanked all those involved with the MUGA project. Councillor Chumbley asked if the County Council had been approached about the delay, Councillor Leader stated that they had been and that he had still not received the lease agreement but had been informed that it would be received before Christmas.

## **17. MATTERS OF INTEREST AND INFORMATION**

### **a. Items for next Agenda from Members of the Council**

None.

### **b. Items for next Agenda from Members of the Public**

None.

## **18. PUBLIC PARTICIPATION**

There were no questions from the members of the public.

## **19. CLOSE**

The Council Meeting was formally closed at 8.37 pm. Councillor Hibbard thanked everyone for attending and wished all a very Happy Christmas.