



## **MINUTES OF THE COUNCIL MEETING 11 JANUARY 2021**

### **ONLINE MEETING**

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

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

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 online Parish Council Meeting and wished all a Happy New Year.

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

Apologies were received 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.**

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.**

None.

#### **3. MINUTES OF THE LAST MEETING**

The minutes from the online meeting held on 14 December 2020 were confirmed as a true record and unanimously approved by the Council. Councillor Hibbard duly signed the approved minutes.

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

The Clerk reported that PKF Littlejohn had contacted her by email and had accepted her challenge regarding the comments made under Other Matters and had agreed that she had been compliant with the publication of the Notice of Public Rights. Councillor Hardwill thanked the Chairman for his comments at the last meeting, thanking his son Phillip for his efforts.

#### **5. PUBLIC PARTICIPATION**

Councillor Hibbard invited members of the public to address the Council. No questions were asked.

##### **a. Report from Councillor Simon Christopher, Dorset Council**

Councillor Hibbard welcomed Councillor Christopher to the meeting. Councillor Hibbard thanked Councillor Christopher for his report and stated that it had been circulated and asked for any questions.

Councillor Christopher stated that he had spoken with the Leader of Dorset Council, Councillor Flower and stated that Councillor Chubb will receive a reply later in the week in relation to planning matters and the relatively low numbers of planning applications going to Committee. Councillor Christopher stated that he had also received an email from Matt Prosser indicating the serious nature of what the Council and everyone is facing with regard to the COVID pandemic and stated that this was currently taking up a great deal of Council time.

Councillor Leader asked Councillor Christopher for an update on the problems facing Common Water Lane. Councillor Christopher reported that he had spoken to Noc Lacey-Clarke, one of the lead Members for Highways who is trying to come up with a solution with Officers and stated that Russell Goff is aware of the problem and that there has been discussion about fencing. Councillor Christopher stated that Parish Councillors will have seen an email from Phil Crowther and a lot of email traffic involving Dorset Police as well. Councillor Christopher stated that other areas outside of the Grouped Parish have also been damaged due to 4x4 vehicles.

Councillor Leader reported that Dorset Council now recognise that they are responsible for the verges at the side of Common Water Lane and stated that this is a significant change from their previous position under the former Dorset Council and West Dorset Council. Councillor Leader stated that credit should be given to the officials who have come to the right conclusion and as such an action plan can now be put in place to stop the damage to the verges. Councillor Leader stated that he will be meeting with adjacent landowners this week or next and will come back to Dorset Council with a plan of action. Councillor Leader thanked Councillor Christopher for the work he has done behind the scenes to help officials recognise their responsibility for the verges and stated that this was an important step forward and opens the door for a lasting resolution. Councillor Christopher stated that this was a hugely important problem which has been recognised as an issue by the Legal and Highways

departments and also Russell Goff, who had described the Lane as looking like a 'tank training area' on a recent visit.

Councillor Sewell stated that the Friends of Common Water Lane have done a lot of work and have access to ecological and botanical information and stated that Sheila Hawkins should be included in communications, Councillor Leader stated that she had been included in the process from the very start.

Councillor Rowe thanked Councillor Christopher for his efforts regarding footpath issues and asked for an update as she was still concerned about the three outstanding issues raised by local residents which had not been resolved. Councillor Christopher stated that he does speak with Russell Goff on a regular basis and stated that Russell is keen to have all footpaths across the Marshwood Vale in the best possible condition and stated that he will keep in contact with him and push issues which are outstanding. Councillor Rowe asked Councillor Christopher what she should say to those residents who have raised an issue and who have not had any contact or notice in what is happening with their query, Councillor Christopher stated that he should be copied into email to Russell Goff and he will continue to chase any issues which have not been resolved.

Councillor Rowe stated that the Parish Council will be looking to seek approval for the formal adoption of named verges in Broadwindsor and will need support from Councillor Christopher. Councillor Christopher stated that he was aware of this and asked to be copied into all email traffic and that he will liaise with the appropriate team and department. Councillor Rowe stated that there is some urgency as it was already January and that work will begin on the verges in March.

Councillor Christopher stated that he would like to make one point about Children's Services, that it was likely that Dorset Council will be making a very important announcement regarding looked after children in the next week or so and that he looked forward to discussing this with the Council and especially Councillor Rowe. Councillor Rowe asked if this was related to her concerns raised last year, Councillor Christopher said that it was. Councillor Hibbard thanked Councillor Christopher for his report. Councillor Christopher left the meeting to attend the Parish Council Meeting for Char Valley.

#### **b. Report from Dorset Police**

In the absence of PCSO Bishop, the Clerk read aloud his report. The report stated that fortunately there were no crimes or incidents over the last month and that the only matter of note was the on-going issues stemming from Common Water Lane. In his report, PCSO Bishop stated that he had been in regular contact with Councillor Christopher and Councillor Leader and that he had been made aware from second-hand information that there was an incident that occurred around New Year. The report stated that local Officers were aware of the concerns and when able with the resourcing available, Officers will patrol the area. In his report PCSO Bishop also advised residents to continue to be vigilant around unsolicited and

cold calls and stated that should you receive an unsolicited call from someone, to just ignore it and hang up and not to confirm or provide any details to callers.

## **6. PARISH COUNCIL VACANCY, SEABOROUGH WARD**

The Clerk reported that no requests for an election had been received by Dorset Council and stated that the vacancy can now be filled by co-option. The Clerk stated that a co-option notice had gone out with the deadline for expressions of interest of 5 February. The Clerk stated that the co-option could take place at the February meeting and that she would ensure that those names already put forward were aware of this.

## **7. PARISH COUNCIL RESPONSE TO CORONAVIRUS (COVID-19)**

### **a. Community Updates from Councillors**

Councillor Hibbard congratulated Councillor Madder-Smith on how well the Community Shop has responded to the pandemic. Councillor Madder-Smith expressed his thanks to Sandra Burrows for her efforts in organising the Click and Collect and delivery services alongside Natalie and Terry. Councillor Madder-Smith stated that due to limited resources it would only be possible to offer a delivery service to those who are clinically vulnerable during this lockdown period and stated that the Click and Collect service would still be available with collection from Comrades Hall. Councillor Madder-Smith stated that he would be able to provide support to those not able to access the website for the Click and Collect service, orders will be put on the system through the shop. Councillor Hibbard asked Councillor Madder-Smith to pass on the Council's thanks to Sandra and team. The Clerk asked the Council if there was any additional information that they would like to make public regarding the new period of lockdown and also whether the MUGA would be open or closed. Councillor Leader confirmed that the MUGA was now closed for general use but was available to be booked by a family unit and/or support bubble for their sole use. People living alone are also allowed under Government guidance, to exercise with one other person from another household outdoors and therefore this can include the use of the MUGA. Councillor Madder-Smith reported that there are still problems with people not wearing masks in the shop but that this still remains the policy. Councillor Madder-Smith reported that a number of complaints had been received about allowing children into the shop with their parent, most notably from older residents worried about the possibility of children being carriers of the virus. Councillor Madder-Smith stated that he was not going to ask children to remain outside and Councillor Hibbard concurred that this was the right policy as it was not safe due to the road close by and he was aware that the shop was regularly sanitized. Councillor Hughes suggested that a notice stating such should be posted at the shop to make people aware of this policy.

## **8. CORRESPONDENCE AND NOTICES**

### **a. Beaminster Town Council, Enforcement Officer**

The Clerk reported that she had received an email from Beaminster Town Council informing that the Enforcement Officer was now in post and that other Parish Councils could buy in services at a cost of £25 per hour. The Clerk stated that the Officer has delegated authority to

issue a fixed penalty fine. Councillor Leader stated that he was against this proposal, stating that it was very hard to catch offenders and therefore would not be a good use of Council resources. No other comments were received. Councillor Hibbard stated that the Parish Council would not progress this offer at present, but if the position changed, would approach Beaminster Town Council.

## **9. ACCOUNTS**

### **a. To receive 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 2020/2021, which had previously been circulated. The current balance as of the 31 December 2020 was £37,821.12. There were no questions.

### **b. To approve the Budget and Precept Request for 2021/2022**

Further to the agreement at the December meeting, the budget and Precept request for the next financial year was approved.

**Resolved: Proposed by Councillor Hibbard, seconded by Councillor Bassett and agreed by a show of hands, the Council unanimously approved the budget for 2021/2022 and Precept Request of £28,222.56 for 2021/2022.**

Councillor Bassett proposed that payments c to e be approved en bloc. This was agreed.

### **c. To approve payment of £1.80 for HMRC (NI)**

### **d. To approve payment of £27.30 for Councillor Hibbard (Reimbursement, Defibrillator Batteries)**

### **e. To approve payment of £930.06 for the Clerk (Salary Adjustment, October - December 2020)**

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

### **f. To note payment of £216.00 for Defibshop (Battery, Approved under Scheme of Delegated Authority)**

This payment was noted.

The Clerk asked the Council to consider approving a payment of £237.69 for Toby Emmott under the Scheme of Delegated Authority as this invoice dated back some time as the original invoice had been lost in the post. This was agreed, there were no objections.

## **10. PLANNING APPLICATIONS**

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

None.

### **b. Other Applications**

The Clerk reported that she had just received a new planning application, WD/D/20/002888, London House, Broadwindsor and asked for a lead Councillor to carry out the consultation. Councillor Rowe agreed and the Clerk stated that she would circulate further details of the application to all Councillors.

### **c. Results**

The Clerk reported the following results:

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

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

Councillor Hibbard reported that he had received communication from CG Frys regarding the development on the Land South of Fullers and stated that it was a courtesy call to inform and provide details of their planning application for 22 houses on the site. Councillor Hibbard stated that from the conversation, the developers are taking seriously the potential for traffic problems and have stated the possibility of moving pinch points if necessary. Councillor Hibbard stated that this early information was very helpful and would pass to the Clerk for circulation to the Council.

## **11. REVIEW OF STANDING ORDERS**

### **a. Review of Standing Order 2015**

### **b. Review of Financial Regulations 2015/Revised 2020**

The Clerk stated that it was suggested at the last meeting that the Council review its Standing Order and Financial Regulations to ensure that spending limits were fit for purpose. The Clerk stated that comments were welcome.

## **12. BROADWINDSOR CRICKET CLUB**

### **a. Update on Fundraising and Plans**

Councillor Frampton stated that the Club had decided to go ahead with the planning application in its own name as time was pressing, the application would allow them to take in part of Robert Tolley's field as a car park area and for the installation of 25 KVA transformer for electricity connection. Councillor Frampton stated that the cost of the transformer will be £10,650 inclusive of VAT and asked again whether the Parish Council would be able to pay for the transformer and claim back the VAT, with the Cricket Club repaying the cost minus the VAT element. The Clerk stated that she had asked the Internal Auditor and DAPTC for guidance on this and was still awaiting a response and stated that she would progress this matter with some urgency. Councillor Frampton stated that the deeds had almost been transferred over and that they must now be signed off by a solicitor.

### **13. CLIMATE CHANGE EMERGENCY**

#### **a. Working Group Update**

Councillor Leader stated that the Group had been engaging with Dorset Council's Climate Emergency and Ecological Group and that Sheila Hawkins and Susanna Madigan had done quite a lot of work. Councillor Leader stated that the Group have remote monthly meetings during the day which he unfortunately cannot commit to and asked the Council whether they would allow Susanna and Sheila to contribute, thereby keeping the Parish Council involved and engaged with the Group. Councillor Hibbard stated that he thought this appropriate and passed on his thanks, there were no comments or objections. Councillor Leader reported that the crisp recycling scheme at Bernards' Place was going well and that there is a plan in place which is at its beginning stage to install photovoltaic cells in Comrades Hall.

### **14. ALLOTMENTS**

No updates were provided.

### **15. HIGHWAYS**

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

Councillor Rowe stated that she was pleased to have an ongoing dialogue with Councillor Christopher regarding footpaths, but very much wanted to resolve the outstanding queries, stating that it was very frustrating when people ask her what is happening with the issues they have raised. Councillor Rowe stated that she will keep trying and was pleased that she now receives an instant response from both Russell Goff and Councillor Christopher. Councillor Rowe asked whether something could be done about the mud on paths, stating that it was difficult at this time of year. Councillor Hibbard stated that he did not know what to suggest. Councillor Hughes stated that he was aware of a conversation with Stewart Urry regarding the amount of mud on the road from Hursey to Drimpton. Councillor Hibbard stated that he had spoken with Mrs. Case and been assured that they were doing their best, stating that it was a bad time of year for mud on the road and that their vehicle which they usually use to wash down the road was currently broken. Councillor Hibbard stated that they were taking this matter seriously and will do the best that they can.

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

#### **c. To approve request for formal adoption from Dorset Council of named verges in Broadwindsor**

Councillor Rowe reiterated the urgency of this matter.

**Resolved: Proposed by Councillor Rowe, seconded by Councillor Leader and agreed by a show of hands, the Council unanimously approved to seek approval from Dorset Council to formally adopt named verges in Broadwindsor.**

The Clerk confirmed that she would draft a letter and asked whether it should be sent in the first instance to Councillor Christopher, this was agreed.

**d. Common Water Lane Update**

This item was discussed earlier in the meeting.

**e. Damaged Drimpton Bridge Update**

The Clerk read aloud an email update from Councillor Chubb stating that Dorset Council will be replacing the bridge with a longer one when the weather allows, at no cost to the Parish Council.

Councillor Curtis stated that both salt bins in Hursey were empty and asked the Clerk to arrange for these to be filled. Councillor Curtis stated that there were no reference numbers on the bins. The Clerk agreed to contact Dorset Council and make enquiries. The Clerk stated that she had sent an email to Councillor Christopher with all the outstanding matters as raised at the December meeting and would chase for a reply. Councillor Hughes stated that he was disappointed that the road surface which was resurfaced in 2020 was already breaking up, and referred to the recent unsatisfactory patching of the road in Common Hill and stated that there was a patch by Honeycombe Farm which is in a perilous state. Councillor Leader stated that he has raised this matter with both Councillor Christopher and Highways and stated that the road surface is breaking up in small places and needs repair. Councillor Leader stated that Dorset Council had sent someone out to examine the road and then refused to repair as it was stated that the hole was not big enough to warrant any action. Councillor Leader stated he had pointed out to Dorset Council that if left, the hole would get bigger and they did send a second person to examine the road surface and put some tarmac in it, this was poorly done, not sealed and is now breaking up again. Councillor Leader stated that he had written to Councillor Christopher about this stating that Dorset Council really needs to get a grip of this situation, he stated that a lot of money has been spent by the Council and due to poor management, in a few years the road will be in a poor state once again. Councillor Sewell stated that if a job is not done properly it will ultimately cost more. Councillor Hardwill asked who carried out the work and stated that if it was a sub-contractor, then Dorset Council should be able to hold them to account. Councillor Leader stated that it was a sub-contractor and he had put this to Dorset Council and stated that they had been reluctant to do this for reasons he did not know and stated that it was Dorset Council who had carried out the patching work.

**16. AFFORDABLE HOUSING**

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

Councillor Leader reported that matters were moving forward, that there were still legal issues to be resolved but he was assured that they were close to being completed. Councillor Sewell asked whether the S106 agreement had been signed, Councillor Leader stated that it was close to being completed and that the deadline was the middle of February.



Councillor Hughes asked whether the Parish Council should have more control over the distribution and monitoring of the Welcome Packs. Councillor Bodycombe stated that she had delivered copies to Andrew Hookings who was going to include an insert about volunteering, that she will deliver more copies to Councillor Rowe that week and had previously delivered copies to Councillor Bassett for Drimpton. Councillor Hughes asked how the Council could avoid duplication, Councillor Sewell stated that each delivered copy should be recorded and reported to Councillor Bodycombe, Councillor Bodycombe stated that she would keep a master list.

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

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

Councillor Rowe stated that there does not seem to be a National Lottery plaque for the MUGA. The Clerk stated that she had passed a small plaque to Councillor Leader at the time of the official launch. Councillor Leader stated that he would check and report back.

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

None.

## **18. PUBLIC PARTICIPATION**

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

## **19. DATE OF NEXT MEETING**

The Clerk confirmed that the date of the next online Parish Council meeting would be Monday 8 February 2021.

## **20. FMR TRUST**

### **a. To receive the Finance Report (Balance £3,822.08 as of 31 December 2020)**

The Clerk referred Trustees to a spreadsheet highlighting income and expenditure which had previously been circulated. The current balance as of the 31 December 2020 was £3,822.08. There were no questions.

### **b. To approve payment of £223.51 for Broadwindsor Group Parish Council (Trust Administration)**

**Resolved: Proposed by Councillor Sewell, seconded by Councillor Bodycombe and agreed by a show of hands, Trustees unanimously approved payment of £223.51 for Broadwindsor Group Parish Council for Trust Administration.**

### **c. To note approved payment of £717.80 to BGPC (Grant for MUGA Loan, February 2021)**

This was noted.

## **21. CLOSE**

The Council Meeting was formally closed at 8.30 pm and the meeting of the FMR Trust was formally closed at 8.33 pm. Councillor Hibbard thanked everyone for attending.