



## **MINUTES OF THE COUNCIL MEETING 12 FEBRUARY 2018**

### **COMRADES HALL**

**PRESENT:** Cllr. Rowland Hibbard (Chairman), Cllr. Tim Bassett, Cllr. Steve Chubb, Cllr. David Chumbley, Cllr. Andrew Frampton, Cllr. Brian Hedditch, Cllr. Susanna Laurie, Cllr. Kevin Madder-Smith, Cllr. Jacqui Sewell, Cllr. Lesley Tibballs.

**ABSENT:** Cllr. Hardwill, Cllr. Curtis.

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

The Meeting commenced at 7.30 pm and was opened by the Chairman. There were two members of the public present.

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

Apologies were received from Councillors Smith, Rowe and Leader and from Councillor Knox and PCSO Alex 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 Item 17a. Councillor Bassett declared an interest in Agenda Item 6a.

##### **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**

A copy of the minutes from the Meeting held on 8 January 2018 was confirmed as a true record and signed by Councillor Hibbard and unanimously approved by the Council.

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

The Clerk reported that at the last Parish Council Meeting, she was asked to contact Magna Housing with regard to concerns raised by residents about parking at Fullers which was restricting through access. The Clerk stated that she had actioned this matter and had

received a reply from Mr. Bob Roberts, Housing Officer. The Clerk read aloud the email from Mr. Roberts which concluded that Magna would not progress works to provide additional parking opposite the bungalows on the right-hand side at this time but suggested a number of possible alternatives. Councillor Sewell stated that Magna had created extra parking space approximately two years ago and questioned if this had been done previously, why it could not be done now. Councillor Sewell stated that she would send further details of this to the Clerk. Councillor Tibballs stated that it would be relatively simple for Magna Housing to issue parking stickers which would alleviate the problem of non-resident parking.

## **5. PUBLIC PARTICIPATION**

Councillor Hibbard asked the members of the public if they had any comments or questions on issues on the agenda at this time, there were none.

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

During the course of the Meeting, an email was received from Councillor Knox, apologising for not being able to attend and including a report. The Clerk stated that she would circulate the email to Councillors after the Meeting.

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

Councillor Sewell reported that with regard to local government reform, West Dorset District Council were still convening a number of meetings and that it was expected that contact by the Secretary of State would be received by 20 February. Councillor Sewell stated that the District Council still had £985,000 of ringfenced money and was looking to identify suitable capital projects. Councillor Sewell reported that she had asked for further funds to be allocated to the broadband scheme. Councillor Sewell stated that if unitary status proceeded, that she would still campaign for funds to allocated to projects in this area. Councillor Laurie asked whether some funds could be used for road maintenance, Councillor Sewell confirmed that this was the responsibility of the Highways Authority. Councillor Frampton asked whether monies could be used to support the cost of purchasing Broadwindsor Cricket Club, Councillor Sewell asked Councillor Frampton to send her further information.

## **6. CORRESPONDENCE AND NOTICES**

### **a. Comrades Hall Committee, Request for Increase in Grant**

The Clerk reported that a letter had been received from Mr. Andrew Hookings, Chairman of the Comrades Hall Committee seeking an increase in the Parish Council grant to help support the costs of broadband. Mr. Hookings was present at the Meeting. Councillor Chumbley asked whether having the broadband facility had increased bookings at the Hall, Mr. Hookings stated that many users of the Hall were using the facility. Councillor Chumbley asked if Blackdown Village Hall would be installing broadband, Councillor Hibbard stated that it was on the agenda to discuss again. Councillor Chubb stated that he was disappointed that all three Halls had not worked together to achieve a good financial deal for the installation and ongoing costs of broadband. Councillor Chubb stated that Drimpton also has a landline which came free with the broadband package, Mr. Hookings stated that there is a landline facility at Comrades Hall and that the Committee will look into keeping a telephone available. Councillor Chubb stated that the Parish Council should contribute to these costs and Councillor

Chumbley stated that this might encourage Blackdown Village Hall to invest in the facility. Councillors agreed that an additional £300.00 would be provided to village halls specifically to support the costs of providing a broadband facility.

**Resolved: Proposed by Councillor Chubb, seconded by Councillor Tibballs and agreed by a show of hands, the Council unanimously approved to provide an additional £300.00 to Village Halls specifically to support the costs of broadband, commencing from April 2018.**

**b. DAPTC, Nominations for Royal Garden Party**

The Clerk reported that Councillor Hardwill had been put forward as the nominee for Broadwindsor Group Parish Council.

**c. DAPTC, Invitation to Annual Conference 9 March 2018**

The Clerk stated that she had not received any expressions of interest to attend this event and asked that if anyone would like to attend, that they contact her as soon as possible. Councillor Hibbard stated that he would check dates again and confirm with the Clerk.

**d. West Dorset District Council, Invitation to Planning Event 8 March 2018**

The Clerk stated that she had previously emailed this communication to Councillors and that Councillors Hibbard and Chubb had expressed an interest to attend. Councillor Laurie also expressed an interest and the Clerk stated that she would ask if the Parish Council could send a third representative and confirm with Councillor Laurie as soon as possible.

**e. Dorset AONB Partnership, Invitation to Annual Forum**

The Clerk stated that she had previously emailed this communication to Councillors and that Councillors Hardwill and Rowe had expressed an interest in attending. Councillor Tibballs stated that she would like to attend, the Clerk stated that she would confirm her reservation.

**f. Chideock Bypass Working Group, Research Paper**

The Clerk stated that she had previously emailed this communication from Chideock Bypass Working Group to Councillors. Councillors concurred that the Grouped Parish area is impacted by congestion issues in Chideock and asked the Clerk to draft a letter of support.

**Action: The Clerk to draft a letter of support to the Chideock Bypass Working Group.**

**g. Bridport & District Citizens Advice Bureau, Request for Grant**

Councillor Hibbard reported that the Parish Council has supported the CAB in previous years and stated that they provide an essential service. Councillor Tibballs stated that it was important for the CAB to be supported. Councillor Chubb stated that it was helpful to see the number of people supported in the Grouped Parish area.

**Resolved: Proposed by Councillor Hedditch, seconded by Councillor Bassett and agreed by a show of hands, the Council unanimously approved to provide a grant of £150.00 to the Bridport & District Citizens Advice Bureau and asked the Clerk to add to the agenda for March for payment.**

## **7. ACCOUNTS**

### **a. Finance Report**

The Clerk referred Members of the Council to a spreadsheet highlighting income and expenditure for the first, second, third and fourth (part) quarters of 2017/2018, which had previously been circulated. The current balance as of the 1 February 2018 was £38,018.52. There were no questions.

### **b. New Arrangements for External Audit for Parish Councils 2018/2019**

The Clerk reported that she had attended a briefing event on 30 January to introduce the new external auditor for Dorset, PKF Littlejohn. The Clerk stated that as a Parish Council with a turnover now exceeding £25,000 per year, that an audit review will have to be completed. The Clerk reported that compared to previous years, there is little change and that fees will remain similar to those incurred under the previous auditor BDO, under £300.00.

Councillor Bassett asked the Council to vote on the payments en bloc, this was agreed.

**c. To approve £25.00 for DAPTC (General Data Protection Regulations Update Event)**

**d. To approve £5.74 for HMRC (PAYE)**

**e. To approve £29.11 for Councillor Leader (Reimbursement of material costs for new bins)**

**f. To approve £58.56 for Clerk (Clerk's Expenses, January 2018)**

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

## **8. PLANNING APPLICATIONS**

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

#### **WD/D/17/002964, Orchard Mead, Broadwindsor, DT8 3RA**

Councillor Sewell reported that this application was seeking to erect a conservatory and that full planning permission was only required for this application as it was located in a conservation area. Councillor Sewell stated that no objections had been raised by the neighbouring property and that there were no reasons for the Parish Council to object.

### **b. Other Applications**

None.

### **c. Results**

None.

### **d. West Dorset District Council Local Searches**

The Clerk reported that the data for December had now been published and stated that for the month, 113 searches had been received, 152 had been issued and 285 were still outstanding, a reduction from 324 for the month of November.

## **9. ANNUAL PARISH MEETING**

The Clerk stated that the date for the Annual Parish Meeting should be set and stated that such a date should fall between 1 March and 1 June inclusive and reminded Members of the dates for the next three Parish Council Meetings. Councillor Hibbard stated that it was the turn of Blackdown Village Hall to host the event and after a short discussion, it was agreed that 8 May would be favourable if the Hall was available. Councillor Hibbard agreed to report back and confirm.

## **10. COMMUNITY VOLUNTEER AWARD**

The Clerk reported that she had been asked to include this item on the Agenda by Councillor Leader. The Clerk stated that Councillor Leader had been alerted to this by another Council and although he was not able to attend the Meeting, welcomed discussion and feedback from Councillors. Councillor Tibballs stated that it would be difficult to single out one person as there were so many people volunteering in the community. Councillor Hibbard stated that he was supportive of the idea in principle but was also aware that it may be difficult to put into practice. Councillor Chubb stated that although a little different, he had experienced a similar scheme at work and that it had not been successful and did cause some resentment. Councillor Chumbley stated that sometimes a community does have a person who stands out. Councillor Hibbard stated that it would be useful for Councillor Leader to explain the idea a little more and asked the Clerk to add the item to the next agenda.

**Action: The Clerk to add the matter to the agenda for March.**

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

The Clerk stated that she had circulated all briefing notes on the new data protection regulations to Councillors and reported that she will be attending an information event on 26 March to find out more. The Clerk stated that it would be essential to find out whether a Clerk is eligible to be a data protection officer or whether the Parish Council will have to engage the services externally. The Clerk stated that she had also included an email from Diane Malley who is now offering this service. Councillor Hibbard stated that this is an important issue and asked the Clerk to report back after the information event.

## **12. COMMUNITY DEFIBRILLATORS**

Councillor Bassett reported that he had kept the Clerk up to date with all communications on this matter and stated that he had asked for this to be included on the agenda as there was a problem with the case of the defibrillator in Drimpton. Councillor Bassett stated that the case had not been functioning correctly from the initial installation and it had now been sent back to the factory but that he had not been informed of the cost of the repair or who will have to pay for it. Councillor Bassett stated that he would like the Parish Council to take responsibility for all community defibrillators. Councillor Laurie asked if anyone had used it as she would be worried to do so, Councillor Bassett stated that defibrillator training is available and that the machine tells you what to do. Councillor Sewell stated that as a corporate body, the Parish Council would have more influence to deal with such issues and suggested that the Council also provide insurance cover. Councillor Hibbard stated that he was agreeable to the Parish

Council taking on this responsibility and asked the Clerk to add the matter to the agenda for the next meeting.

**Action: The Clerk to add community defibrillators to the March agenda.**

### **13. NEIGHBOURHOOD PLAN**

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

Councillor Hibbard reported that the results from the questionnaire had now been collated and that nine sites had been selected for recommendation for inclusion in the Neighbourhood Plan. Councillor Hibbard stated that the Committee were now moving on to producing the Draft Plan and that a meeting will be held on 26 February with the District Council and Consultant.

### **14. EMERGENCY PLAN**

#### **a. Report from the Broadwindsor Group Parish Emergency Plan Working Group**

Councillor Tibballs reported that there was no update at this time.

### **15. ALLOTMENTS**

The Clerk stated that she had received a telephone call from Mr. Jenkins who had complained about the state of the side allotment hedge, reporting that he had seen someone cut it with a saw, but that the job had not been completed and looked awful. Councillor Hedditch stated that he had also spoken with Mr. Jenkins about it. Councillor Hibbard stated that the Council would review the situation and asked the Clerk to add to the agenda for the next Meeting.

**Action: The Clerk to add the allotment hedge to the March agenda.**

### **16. HIGHWAYS**

#### **a. Local Bus/Transport Update**

There were no updates provided.

#### **b. Parking in Broadwindsor Square**

#### **c. Resurfacing of Broadwindsor Square**

Councillor Hibbard stated that he would like to report on items b and c together. Councillor Hibbard stated that he had attended a meeting with Councillor Leader and Mr. Simon Roberts from the Highways Authority to discuss the matter of parking in the Square. Mr. Roberts stated that there was nothing that the Highways Authority could do, and that the Parish Council could petition for double yellow lines. Councillor Hibbard stated that Mr. Roberts had suggested that a no parking sign could be displayed on Blackbird Cottage, if the owner was agreeable. Councillor Hibbard stated that Councillor Leader had agreed to speak to the home owner. With regard to the resurfacing of the Square, Councillor Hibbard stated that he had been advised by Mr. Roberts to contact Councillor Knox as it was a County matter.

Councillor Chubb stated that he had walked Axe Road with Mr. Roberts to highlight the poor state of the road and that he had agreed that it was in need of resurfacing. Councillor Chubb stated that Mr. Roberts had taken numerous photographs of pot holes and subsidence and that Mr. Roberts had confirmed that he would he speak to senior officers and try and get the

work completed soon. Councillor Chubb encouraged anyone seeing a pot hold or problem with the highway, to report it online.

**Action: The Clerk to draft a letter to Councillor Knox regarding the resurfacing of the Square in Broadwindsor and Crewkerne Road.**

**d. Litter Bin at Crosskeys, Broadwindsor**

The Clerk reported that she had been asked to include this matter on the agenda by Councillor Madder-Smith. Councillor Madder-Smith stated that a local resident had complained that she had nearly slipped over when using the bin as it was out of reach of the path and asked whether a couple of slabs could be put down or the bin repositioned. Councillors agreed that slabs could be helpful and Councillor Bassett agreed to contact Mr. Richard Rawlings for a quotation. The Clerk stated that she would inform the Highways Authority of the proposed work to ensure that there was no objection.

**Action: The Clerk to contact the Highways Authority.**

**e. Verge Management in the Grouped Parish Area**

No updates presented.

**f. Dog Fouling and Bins**

Councillor Madder-Smith stated that there was still a real problem with dog fouling and presented to the Council examples of flyers which could be adopted by the Parish Council. Councillor Tibballs stated that it may be useful to remind people of the dangers of dog mess. Councillor Bassett stated that if people did not pick up their own dog's mess, he was doubtful that they would read a notice. Councillor Chubb stated that although the problem of dog fouling had improved in Drimpton since the installation of the two new bins, it still did happen. Councillor Sewell reported that a new Dog Warden had been appointed and the Clerk stated that she would contact them. Councillor Frampton stated that the two suggested sites for the new bins were excellent and stated that there was a huge problem of dog mess by Lewesden View and that this too would be a great site for a new bin. It was suggested that the Parish Council could provide bags for the public to use and Councillor Madder-Smith agreed to look into the matter and report back.

**Action: The Clerk to print flyers and contact the Dog Warden.**

**17. AFFORDABLE HOUSING**

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

Councillor Hibbard reported that he had attended the AGM and that it was very well organised and that the project was moving forward.

**18. LEISURE**

**a. Update on the Multi-Use Games Area**

Councillor Hibbard stated that he had wanted to congratulate Councillors Leader and Rowe on the successful applications for grants from Awards for All and from the Leisure Development Fund and asked that this be included on the agenda for the next meeting.

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

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

Councillor Sewell stated that she had been informed that the land above Hursey Common had undergone drainage works and that the football pitch was now reportedly like a quagmire. Councillor Frampton stated that he would speak with the Farmer and the Clerk stated that she would add to the agenda for the next meeting.

**Action: The Clerk to add the matter to the agenda for March.**

Councillor Hibbard stated that he had received a letter from Mr. Ron Wright concerning the state of repair of the noticeboard in Broadwindsor. Councillor Hibbard stated that the Parish Council had previously purchased wood stain and was intending on maintaining all noticeboards in the Grouped Parish area and suggested that Broadwindsor be the first. Councillor Madder-Smith agreed to do this.

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

None.

## **20. PUBLIC PARTICIPATION**

Councillor Hibbard asked if there were any questions from members of the public. Mr. Hookings asked about the current bank balance and the Clerk confirmed that from that figure, monies had been ring-fenced for the Multi-Use Games area, £14,000 from a previous year and £6,000 from 2018/2019. Councillor Sewell stated that most Parish Councils operate a year in hand. Mr. Hookings stated that a community volunteer award could be used to celebrate the achievements of young people. With regard to parking in Broadwindsor Square, Mr. Hookings stated that he had already spoken with the owner of Blackbird Cottage, who was agreeable to a sign and that he would forward contact details to the Clerk. Councillor Hibbard thanked Mr. Hookings.

## **21. CLOSE**

The Council Meeting was formally closed at 8.40 pm. Councillor Hibbard thanked everyone for attending.