BGPC 2018/05/1



MINUTES OF THE ANNUAL GENERAL MEETING OF THE COUNCIL 14 MAY 2018 COMRADES HALL

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

ATTENDANCE: Helen Cudmore (Clerk).

The Meeting commenced at 7.30 pm and was opened by the Chairman. There were no members of the public present

1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN

The Clerk asked for nominations for the position of Chairman and Vice Chairman for the forthcoming year. For the position of Chairman, Councillor Hedditch nominated Councillor Hibbard, this was seconded by Councillor Sewell. Councillor Hibbard stated that he would stand for the Chairman position. There were no other nominations. By a show of hands, Members of the Council unanimously agreed, there were no objections or abstentions. Councillor Hibbard was elected as Chairman for the 2018-2019 period of office. For the position of Vice Chairman, Councillor Smith proposed Councillor Leader, this was seconded by Councillor Chubb. Councillor Leader stated that he would stand for the Vice Chairman position. There were no other nominations. By a show of hands, Members of the Council unanimously agreed, there were no objections or abstentions. Councillor Leader was elected as Vice Chairman for the 2018-2019 period of office.

Resolved: Proposed by Councillor Hedditch, seconded by Councillor Sewell and agreed by a show of hands, the Council unanimously elected Councillor Hibbard as Chairman for the 2018-2019 period of office. Proposed by Councillor Smith, seconded by Councillor Chubb and agreed by a show of hands, the Council unanimously elected Councillor Leader as Vice Chairman for the 2018-2019 period of office.

Councillor Hibbard duly signed the Declaration of Acceptance of Office form, witnessed by the Clerk to the Council.

2. APOLOGIES AND APPROVAL OF ABSENCE

Apologies were received from Councillors Frampton, Curtis and Tibballs, from Councillor Knox and from PCSO Alex Bishop and unanimously approved by the Parish Council.

3. 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 21a.

b. To receive requests for dispensations.

The Clerk reported that a request for dispensation for a four-year period with regard to the Precept had been received from Councillors Hibbard, Rowe, Smith, Chubb, Laurie, Hardwill, Hedditch, Leader, Madder-Smith, Sewell, Bassett and Chumbley.

c. To grant any requests for dispensation.

All requests were granted.

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

Councillor Chumley provided an updated Register of Interests form to the Clerk.

4. MINUTES OF THE LAST MEETING

With regard to BGPC2018/04/7/16b, Councillor Rowe informed that the correct spelling for Russell Gough from Dorset County Council was Goff. A copy of the minutes from the Meeting held on 9 April 2018 was then confirmed as a true record and signed by Councillor Hibbard and unanimously approved by the Council.

5. MATTERS ARISING

None.

6. PUBLIC PARTICIPATION

There were no members of the public present.

a. Report from Councillor Knox

Councillor Hibbard reported that he had contacted Councillor Knox about a number of Highways matters and read aloud her reply. Councillor Chubb stated that he had wanted to raise the matter that a Community Highways Officer attends a site meeting and has to report back to senior managers and after that, no further information is provided, leaving uncertainty. Councillor Basset raised the example of the urgent need for the resurfacing of Crewkerne Road. Councillor Hardwill stated that the Highways Officer had advised the Parish Council to contact Councillor Knox. Councillor Hibbard stated that he was aware that the system was not working well and that if the Parish Council continues to keep the pressure on, then perhaps positive change will come. The Clerk reminded Members of the Council that the meeting with Councillor Knox regarding local government reform would take place on Tuesday 5 June at Comrades Hall.

b. Report from Councillor Sewell

Councillor Sewell reported that Christchurch Borough Council had made a legal challenge to the decision taken by the Secretary of State which would see the formation of two unitary authorities. Councillor Sewell stated that barristers had been engaged and that she hoped that the Borough Council would change their plans, although she did not know at this time what the outcome would be. Councillor Sewell stated that it would be tax- payers money that would be used in any judicial review. Councillor Leader asked why the challenge was being made, Councillor Sewell stated that the MP and Councillors were not in support of a unitary council. Councillor Chubb asked about the timeline, Councillor Sewell stated that a decision with regard to boundaries should be known by June.

In response to a comment from Councillor Hardwill stating that he was unsure about the capability of those leading the local government reform, Councillor Sewell stated that Council Officers were much more accountable now and that the unitary process would see much more thought given to the real needs of residents.

c. Report from Dorset Police

In the absence of PCSO Bishop, the Clerk read aloud his report. The report stated that the Community Stores in Broadwindsor had been broken into in the early hours of 2 May and that two males were arrested at the scene, following the quick reactions of a nearby resident to call the Police. The report stated that these males will be appearing in Court in early June and stated that it was very rare that offenders committing these acts alert nearby residents to their actions, so for the resident to hear what was happening and react quickly to get Police to the scene was fantastic. PCSO Bishop's report stated that he had asked the local Inspector to recognise the actions of the resident officially. The report concluded by stating that PCSO Bishop will be holding surgeries at Comrades Hall on every second Tuesday in the month, the next being on 12 June.

7. CORRESPONDENCE AND NOTICES

a. BAVLAP, Invitation to Devolution of Power Meeting, 24 May 2018

The Clerk reported that she had circulated information about this prior to the Meeting and stated that Councillor Hibbard was unable to attend. Councillor Chubb stated that he may be able to attend and would confirm this with the Clerk.

b. Dorset County Council, Notification of Submission of Bournemouth, Dorset and Poole Mineral Sites Plan and Bournemouth, Dorset and Poole Waste Plan

The Clerk reported that she had circulated information about this prior to the Meeting, there were no comments.

c. West Dorset District Council, Chairman's Centenary Fund

The Clerk reported that she had circulated information about this prior to the Meeting, there were no comments.

d. DAPTC, Unitary Council Arrangements

The Clerk reported that she had circulated information about this prior to the Meeting and stated that a response from the Parish Council had been requested. There was general consensus amongst Members that all the listed services were important and that the Parish Council was not in a position to make judgement at this time. Councillor Hibbard stated that the meeting with Councillor Knox on 5 June should provide further clarity on this matter and asked the Clerk to respond to DAPTC accordingly and offer a more formal response from the Parish Council at a later date.

Action: The Clerk to contact DAPTC.

8. COUNCIL MEETING DATES AND VENUES

The Clerk read aloud the meeting dates for the 2018-2019 period and reported that Blackdown Village Hall had been booked for the 10 September Meeting. The Clerk was asked to make enquires about the availability of the Broadwindsor Cricket Club Pavilion for the 9 July Meeting and Drimpton Village Hall for the 8 October Meeting. The Clerk stated that she would confirm these venues to Councillors.

Action: The Clerk to confirm venues for BGPC Meetings.

9. REVIEW OF STANDING ORDERS

The Clerk reported that she had asked Members of the Council to review the Standing Order and Financial Regulations and inform whether any amendments were required. No amendments were proposed.

10. APPOINTMENT OF REPRESENTATIVES

The following appointments of representation were made.

a. Broadwindsor School

Councillor David Chumbley.

b. Blackdown, Comrades Hall and Drimpton Village Hall Committees

Councillor Hardwill (Blackdown Village Hall), Councillor Chumbley (Comrades Hall) and Councillor Chubb (Drimpton Village Hall).

c. Hursey Common Committee

Councillor Leader.

d. Broadwindsor Allotment Group

Councillor Chumbley.

e. Footpaths Officer

Councillor Rowe.

f. DAPTC Western Area Committee

Councillors Hibbard and Chubb.

g. Other Representations

None.

11. ADOPTION OF POLICIES

- a. BGPC Complaints Policy
- b. BGPC Equal Opportunities Policy
- c. BGPC Information Publication Scheme

Resolved: Proposed by Councillor Leader, seconded by Councillor Chubb and agreed by a show of hands, the Council unanimously adopted the BGPC Complaints Policy, BGPC Equal Opportunities Policy and BGPC Information Publication Scheme.

12. ACCOUNTS

a. Finance Report

The Clerk referred Members of the Council to a spreadsheet highlighting income and expenditure for 2018-2019, which had previously been circulated. The current balance as of the 2 May 2018 was £48,672.54. There were no questions.

b. To receive and note the Internal Audit Report 2017/2018

The Internal Audit report was noted. There were no questions.

c. To approve Section 1, Annual Governance Statement of the Annual Governance and Accountability Return for 2017/2018

The Clerk provided a brief overview of the purpose and scope of the Annual Governance and Accountability Return and stated that Section 1, the Annual Governance Statement had been circulated to Members prior to the Meeting. The Clerk asked for any questions, there were none. The Clerk asked Members to approve Section 1.

Resolved: Proposed by Councillor Sewell, seconded by Councillor Hedditch and agreed by a show of hands, the Council unanimously agreed Section 1 of the Annual Governance and Accountability Return for 2017/2018.

d. To approve the Period for the Exercise of Public Rights

The Clerk reported that the Period for the Exercise of Public Rights must be for a period of thirty days and include the first ten working days of July. The Clerk proposed that this be set from Monday 11 June to Friday 20 July. There were no questions.

Resolved: Proposed by Councillor Sewell, seconded by Councillor Hedditch and agreed by a show of hands, the Council unanimously agreed to set the Period for the Exercise of Public Rights from Monday 11 June to Friday 20 July.

e. To approve the Accounting Statements and Reconciliation 2017/2018

The Clerk referred Members of the Council to Section 2 of the Annual Governance and Accountability Return for 2017/2018 and End of Year Reconciliation which had both been previously circulated and asked for approval.

Resolved: Proposed by Councillor Sewell, seconded by Councillor Hedditch and agreed by a show of hands, the Council unanimously agreed Section 2 of the Annual Governance and Accountability Return for 2017/2018 and the End of Year Reconciliation.

f. To approve BGPC Direct Debits and Standing Orders for 2018/2019

Resolved: Proposed by Councillor Sewell, seconded by Councillor Hedditch and agreed by a show of hands, the Council unanimously approved the Standing Orders for the period 2018-2019.

Councillor Bassett asked that payments g to p be approved en bloc, this was agreed.

- g. To approve payment of £525.00 for DM Payroll Services Ltd (Data Protection Contract)
- h. To approve payment of £70.00 for DAPTC (Annual Conference)
- i. To approve payment of £225.00 for Michelle Abadie (Website Maintenance)
- j. To approve payment of £15.00 for Broadwindsor Allotment Group (BAG Fees)
- k. To approve payment of £30.00 for Mr. Richard Longden (Overpayment of Allotment Tenant Fee)
- I. To approve the application for BGPC Loan of £20,000 from Public Works Loan Board (MUGA Project)
- m. To approve £250.00 for Life Education Wessex (Grant)
- n. To approve £2,744.40 for Fox Carpentry and Joinery (Sapele Hardwood for Fingerpost Signs)
- o. To approve £5.50 for HMRC (NI)
- p. To approve £249.46 for Zurich Insurance PLC (Insurance Premium)

Resolved: Proposed by Councillor Sewell, seconded by Councillor Hedditch and agreed by a show of hands, the Council unanimously approved payments g to p as above.

13. PLANNING APPLICATIONS

a. Applications Received and Circulated for Consultation

WD/D/18/000618, Sandpits, Drimpton Road, Broadwindsor, Dorset, DT8 3RS

The Clerk stated that Councillor Chubb had been nominated as the lead Councillor for this application which was seeking a change of use from agricultural land to equine use, the erection of stables with associated hard standing, the creation of a manege and alterations to the vehicular access. Councillor Chubb stated that the use did need to be changed and that the current vehicular access needed to be improved for safety reasons. Councillor Chubb stated that he could not see any reason to object to the application.

WD/D/18/000693, 22 Bridport Road, Drimpton, Dorset, DT8 3RD

The Clerk stated that Councillor Bassett had been the lead Councillor for this application which was seeking to install a dormer window. Councillor Bassett reported that he had spoken to neighbours and that they did not have any objections to the application. Councillor Bassett stated that the window would be located at the rear of the house overlooking fields and

would not impinge on anyone. Councillor Bassett stated that he could not see any reason to object to the application.

b. Other Applications

WD/D/18/000854, Kittwhistle Farm, Dorset, DT8 3LG

The Clerk reported that she had received the above application and that Councillor Hardwill had been nominated as the lead Councillor. Councillor Hardwill stated that he would consult and report comments to the Clerk by the agreed deadline of 25 May.

WD/D/18/000840, Dairy House, Moorlands Farm, Drimpton Road, Broadwindsor, Dorset, DT8 3RS

The Clerk reported that she had received the above application which was seeking permission to erect a manure store and the excavation of land to create a slurry lagoon. The Clerk asked for a nomination to lead the consultation, Councillor Leader stated that he would review the application and report back.

c. Results

The Clerk reported the following results.

WD/D/18/000238 Lower Knapp Farm, Holly Lane, Drimpton: Approved WD/D/18/000236 Lower Knapp Farm, Holly Lane, Drimpton: Approved

d. West Dorset District Council Local Searches

The Clerk reported that data for the month of March had now been published. The Clerk reported that 223 searches had been received by West Dorset District Council, 282 searches had been issued and 82 were still outstanding. Members of the Council agreed that this was improving. Councillor Smith asked Councillor Sewell how long searches were taking, Councillor Sewell stated that they were taking between eight and ten weeks as the Department was still catching up.

e. Enforcement

The Clerk reported that she was liaising with West Dorset District Council's Planning Enforcement Team and that she had been informed that they had visited and spoken with the owner of the sign in Orchard Mead and that he had been advised to submit an application for displaying an advert or to take it down. The Clerk confirmed that to date, no application had been received. The Clerk stated that the Planning Enforcement Team had agreed to keep her up to date with developments. Councillor Chubb raised the matter of the trailer being kept in the layby in Netherhay. Councillor Hibbard reported that he had spoken with the owner and had been informed that they had left the trailer in the layby to reduce noise impact as they leave their property very early in the morning and did not want to disturb neighbours. Councillor Sewell stated that the District Council has a new Enforcement Officer with considerable experience. Councillor Hedditch stated that the owner could perhaps leave the trailer at the nearby industrial estate.

14. SECTION 106 ALLOCATION PROCESS - IDENTIFICATION OF PROJECTS

a. Allocation of £81.52 S106 Allotment Funds

The Clerk reported that the Broadwindsor Allotment Group (BAG) had welcomed the opportunity of a small grant and had proposed the purchase of bird scarers as they have a problem with jackdaws and crows damaging crops. The Parish Council agreed that this would be helpful for BAG. The Clerk asked about the cost of the proposed hedge and stated that BAG members supported the idea and would like to see a fruiting hedge and be consulted on its management. The Clerk was reminded that there were additional funds for the hedge from the \$106 Fund.

15. DORSET ELECTORAL REVIEW

Councillor Hibbard reported that the Neighbourhood Plan Committee had drafted a letter to the Local Government Boundary Commission for England to ask that the proposal to remove Seaborough from the Grouped Parish area and add Stoke Abbot be reconsidered. Councillor Hibbard stated that a significant amount of work had been carried out and expenditure incurred and that if the Grouped Parish area were to change, this would have a detrimental effect. The Clerk stated that the information on the LGBC website was out of date and that she could not signpost to any further information.

16. NEW GENERAL DATA PROTECTION REGULATIONS UPDATE

The Clerk reported that the data audit and meeting with the Data Protection Officer would be taking place the next day and that she would report back at the next Meeting.

17. NEIGHBOURHOOD PLAN

a. Report from the Broadwindsor Group Parish Neighbourhood Plan Steering Committee and Review of the Draft Neighbourhood Plan

Councillor Hibbard reported that the Draft Neighbourhood Plan was ready to be submitted to West Dorset District Council for examination. Councillor Hibbard stated that two roadshows had been arranged for 16 and 23 June as part of the Pre-Submission Consultation period, this would allow feedback and comments on the Draft and if necessary, amendments to be made before submission. Councillor Hibbard stated that the consultation would run from 1 June to 27 July.

18. EMERGENCY PLAN

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

Councillor Hibbard stated that Councillor Tibballs was present at the Annual Parish Meeting and had discussed the Emergency Plan with those visiting the exhibition table.

19. ALLOTMENTS

a. BAG Annual General Meeting Feedback

Councillor Chumbley reported that he had attended the BAG AGM and that the matter of how to manage tenants who do not work their plot and leave their space looking untidy was raised. Councillor Chumbley stated that the current contract does not offer any protection on this.

Councillor Madder-Smith stated that the idea of a skip was discussed as a way of tidying up the site and it was hoped that members of the allotment would work together on this and possibly the wider community. Councillor Madder-Smith asked whether the Parish Council would pay for the skip. Councillor Laurie stated that it may not encourage tenants to keep their plots tidy and the Council may be asked for a skip again on future occasions. Councillor Hardwill stated that a fee should be incurred by the tenant for tidying their plot. Councillor Chumbley also reported that the question of who retains a deposit when it is not retuned to a tenant was asked. The Clerk confirmed that this was retained by the Parish Council.

Resolved: Proposed by Councillor Rowe, seconded by Councillor Madder-Smith and agreed by a show of hands, the Council unanimously agreed to fund the cost of a skip for the Allotments.

20. HIGHWAYS

a. Saturday Bus Service Update

The Clerk reported that she had attended a meeting organised by Netherbury Parish Council on 25 April regarding the proposed introduction of a Saturday bus service which would include Broadwindsor. The Clerk sated that Beaminster Town Council had been gifted a sixteen-seater bus from Dorset County Council and had produced a first draft of a timetable. The Clerk stated that she had posted information on the Parish Council's website and the Facebook page, which had received over nine hundred views. The Clerk stated that comments were extremely positive and that no changes to the draft timetable had been suggested.

b. Report from the Footpaths Officer

Councillor Rowe presented the Footpaths Officer Report. Councillor Rowe reported that she had spoken informally to people that she knows about footpaths, encouraging them to contact her with any concerns and that she had also started to walk the footpaths close to her home, noting any concerns. Councillor Rowe stated that she had started the process of replacing signs and cleaning signs that were dirty. Councillor Rowe stated that she had identified an inaccessible footpath in Broadwindsor from the Old Rectory to Drimpton Road, had email contact with a local resident regarding concerns about a footpath sign in Hursey Road and spoken to a lady who lives in the village but cannot walk through the fields as she has trouble opening and closing gates, and wondered if there was funding to install smaller side gates in places. Councillor Rowe reported that she has had a discussion with Councillor Frampton who sent information about issues of concern to farmers due to the carelessness of walkers, in particular dog walkers.

In terms of future actions, Councillor Rowe stated that she aims to walk as many footpaths as she can, to walk with local walking groups on Parish footpaths and to note issues and consult with landowners. Councillor Rowe stated that at some stage she would like to organise a local volunteer groups to assist with rights of way issues, clearing and maintenance. Councillor Rowe concluded by stating that she will continue to try and establish links with local officers responsible for rights of way.

Councillor Rowe reported that the broken stile in Drimpton had now been removed completely leaving a large gap at the entrance to the footpath and a fingerpost which had fallen into the hedge had been reinstated. Councillor Rowe stated that she had managed to speak with Councillor Knox at the Annual Parish Meeting with regard to a lack of contact from Dorset County Council and had soon thereafter been contacted by Mr. Russell Goff, Senior Ranger. Mr. Goff had asked for clarification of the situation with the broken stile and Councillor Rowe stated that she had replied with full information as requested. Councillor Rowe reported that after her reply had been sent she had noted that Mr. Goff was now on annual leave and therefore she could not update Members any further at that time.

Councillor Rowe reported that she had been passed a matter by the Clerk regarding access to Wadden Hill. A local resident had attempted to walk to the top of the Hill and had encountered no public access signs and barbed wire. Councillor Leader stated that this matter was a longstanding one and he confirmed that there is no public access to the top of Wadden Hill and that it is privately owned. Councillor Leader advised that the local resident contact the landowner directly.

Councillor Rowe stated that she had completed a first draft of a poster for walkers and dog walkers and stated that she had circulated it to those Councillors who are farmers. Councillor Rowe stated that she would now circulate to all Councillors and welcomed comments.

Councillor Laurie stated that there was a possible footpath issue in Seaborough and welcomed advice as to whether the landowner was in breach of the law. Councillor Rowe stated that a public footpath must be at least one metre in width and that it was illegal to restrict access. Councillor Laurie was advised to speak with the landowner.

c. Verge Management in the Grouped Parish Area

Councillor Rowe stated that she is waiting to arrange the meeting with Mr. Russel Goff who had offered to meet and discuss potential wildlife areas around Broadwindsor. Councillor Rowe stated that Councillor Leader would also be attending the meeting.

d. Car Parking in Broadwindsor Square

Councillor Leader stated that he had identified an appropriate metal sign to be placed on the wall by Blackbird Cottage and asked other Councillors which size they thought would be best. There was general agreement that the sixteen-inch sign would suit the size of the wall. The Clerk was asked to order the sign.

e. Dog Fouling and Bins

Councillor Leader reported that the new bins are now in place at Sheepwash Lane and by the Sports Field and that after an initial check, he could confirm that they are being used. Councillor Leader stated that there was still dog mess which was not being removed.

f. Speedwatch in Drimpton

Councillor Sewell stated that there had been a meeting with PCSO Alex Bishop and residents but a co-ordinator had still not been appointed. Once a co-ordinator had been appointed, training could take place. Councillor Hardwill asked if there was a problem with speeding in Drimpton, Councillor Chubb stated that there had not been any recorded incidents but concerns had been raised locally. Councillor Chubb raised the matter of the Speed Indicator Device and the Clerk confirmed that she had not had any further information about this.

g. Fly Tipping in Common Water Lane

Councillor Madder-Smith reported that he had been contacted by a local farmer who had raised concerns that old tyres were being dumped on his land. Councillor Madder-smith stated that this had happened on three separate occasion.

21. AFFORDABLE HOUSING

a. Report from the Broadwindsor Group Parish Community Land Trust

Councillor Leader reported that the project was moving forward and that legal matters had taken longer than expected to resolve. Councillor Leader stated that he expected progress to speed up significantly from this point onwards.

22. LEISURE

a. Review of the Multi-Use Games Area Project, Finance and Next Steps

The Clerk stated that the loan application was almost complete and that there was a need to demonstrate community consultation. The Clerk confirmed that information had been placed on all noticeboards, on the website and Facebook page and the intention to apply for a loan was also added as a formal item on the Meeting agenda. The Clerk confirmed that no comments or concerns had been raised. Councillor Leader stated that ideally work on the MUGA project should commence just before the end of the School term so that the majority of activity could take place during the Sumer holidays. Councillor Leader stated that tenders had been received from a number of organisations and that one had been identified as being the best. Councillor Leader stated that he would circulate the specification to Members of the Council.

23. BROADWINDSOR COMMUNITY STORES BREAK IN

Councillor Madder-Smith reported that the Community Stores in Broadwindsor had been broken into and that due to the quick reaction of a local resident, Police were called and two men were arrested onsite. Councillor Madder-Smith stated that £150.00 of damage had been caused, there was a loss of £66.00 from the float and £50.00 stock damage. Councillor Leader stated that it was very important to report crime.

24. MATTERS OF INTEREST AND INFORMATION

a. Items for next Agenda from Members of the Council

Councillor Bassett stated that the pads of the Drimpton defibrillator will shortly be checked and that if they require changing, then a cost will be incurred and a letter has to be sent to the Ambulance Service.

b. Items for next Agenda from Members of the Public

None.

25. PUBLIC PARTICIPATION

There were no members of the public present.

26. CLOSE

The Council Meeting was formally closed at 9.09 pm. Councillor Hibbard thanked everyone for attending.