



**MINUTES OF THE ANNUAL GENERAL MEETING OF THE COUNCIL
6 MAY 2021
ONLINE MEETING**

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

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

The Meeting commenced at 7.30 pm and was opened by Councillor Hibbard. There were three members of the public in attendance. Councillor Hibbard welcomed Councillors and members of the public to the online Parish Council Annual General Meeting.

1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN

a. Election and signing of the Declaration of Acceptance of Office.

Councillor Hibbard asked for nominations for the position of Chairman. No nominations were proposed. Councillor Hibbard stated that he would be prepared to stand again if there were no other candidates. Councillor Sewell nominated Councillor Hibbard, this was seconded by Councillor Chumbley. 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 2021-2022 period of office. For the position of Vice Chairman, Councillor Bassett proposed Councillor Leader, this was seconded by Councillor Hughes. 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 2021- 2022 period of office.

Resolved: Proposed by Councillor Sewell, seconded by Councillor Chumbley and agreed by a show of hands, the Council unanimously elected Councillor Hibbard as Chairman for the 2021-2022 period of office. Proposed by Councillor Bassett, seconded by Councillor Hughes and agreed by a show of hands, the Council unanimously elected Councillor Leader as Vice Chairman for the 2021-2022 period of office.

2. APOLOGIES AND APPROVAL OF ABSENCE

Apologies were received from Councillors Bodycombe and Curtis and from PCSO 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 Leader expressed an interest in Agenda Item 13a, planning application P/HOU/2021/00632.

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.

4. MINUTES OF THE LAST MEETING

The minutes from the online meeting held on 12 April 2021 were confirmed as a true record and unanimously approved by the Council. Councillor Hibbard duly signed the approved minutes.

5. MATTERS ARISING

a. Amendment to Standing Order Clause 8.7, Scheme of Delegated Authority

The Clerk reported that the proposal to amend Standing Order Clause 8.7 by the Scheme of Delegated Authority had been approved.

6. PUBLIC PARTICIPATION

Members of the public were invited to address the Council by Councillor Hibbard. There were no questions.

a. Report from Councillor Simon Christopher, Dorset Council

Councillor Hibbard thanked Councillor Christopher for his report and stated that it had been circulated and asked for any questions. There were no questions.

b. Report from Dorset Police

In the absence of PCSO Bishop, the Clerk read aloud his report. The report stated that the last year has seen a massive upheaval in all our lives, especially day to day living which, although easing, is still going to impact us going forward. In his report, PCSO Bishop stated that he wished to thank and say well done to everyone who has been going above and beyond in helping to care for those more vulnerable. The report stated that in terms of policing, there have been a number of challenges, particularly in resourcing. In Neighbourhood Policing this has impacted face to face engagements, such as surgeries, which are still on hold until the end of June. In his report, PCSO Bishop stated that should he be given the go ahead, he will

be at the Post Office on 13 July at 11.00 am. In his report, PCSO Bishop stated that he had heard of cash being stolen from the Post Office cupboard in the Comrades Hall, although he had not yet seen an official complaint made. PCSO Bishop stated that he would ask that if anyone has any information to contact Dorset Police. The report concluded by stating that with the lockdown restriction starting to ease, the Community Speed Watch Team were now able to go out again and that if anyone is interested in joining the team in Broadwindsor or Drimpton, or knows someone who is, to contact him.

7. CORRESPONDENCE AND NOTICES

a. Message from the High Sheriff of Dorset, Michael Dooley

The Clerk stated that she had circulated this correspondence. Councillor Hibbard stated that the Parish Council extends its best wishes to Michael Dooley for his new position. Councillor Hardwill suggested that the Parish Council write to George Streatfield, the former High Sheriff of Dorset to thank him for his service, especially his focus on mental health. Councillors Hibbard and Sewell agreed.

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

a. Community Updates from Councillors

No updates.

9. COUNCIL MEETING DATES AND VENUES

a. To approve the dates and venues for Council Meetings for the 2021/2022 period.

The Clerk reported that she had booked Drimpton Village Hall for Monday 21 June. Councillor Sewell stated that she is the Booking Clerk for Comrades Hall and up until 21 June it was impossible to advise on what will happen regarding social distancing and cleaning schedules. Councillor Sewell stated that if social distancing measures remained in place after 21 June, it would be impossible to facilitate the Parish Council in the Servedy and if the venue had to be cleaned after each let, then the Parish Council may have to look at changing the day of future meetings. Councillor Hibbard stated that Blackdown Village Hall would be available and perhaps this should be booked for the July and September meetings. It was agreed by all Councillors that there would not be an August meeting. Councillor Rowe asked if she could be sent a Zoom link for the next meeting, the Clerk stated that unfortunately it was not permitted and that if she did join the meeting virtually, she would not be able to contribute as a Councillor. Councillor Hardwill stated that the Parish Council should write to the MP regarding this matter as he believed that the Government has handled the issue disgracefully. Councillor Hardwill stated that he had found online meetings extremely convenient. Councillor Sewell reiterated this and stated that it was extremely useful for those with caring responsibilities. Councillor Hibbard stated that he had written to the MP regarding this matter previously and received a negative reply but agreed that the Parish Council should write again. The Clerk asked Councillors to contribute to the Call for Evidence relating to this matter.

10. REVIEW OF STANDING ORDERS

a. To review and approve that the Council's Standing Orders are fit for purpose.

The Clerk reminded Members of the Council that they previously discussed increasing the limit of expenditure that can be authorised by the Clerk in conjunction with the Chairman from £100.00 as currently stated within the Financial Regulations, Clause 4.2. Councillor Hibbard proposed that the limit be increased to £250.00, there were no objections.

Resolved: Proposed by Councillor Hibbard, seconded by Councillor Hughes and agreed by a show of hands, the Council unanimously approved increasing the limit of expenditure that can be authorised by the Clerk in conjunction with the Chairman from £100.00 as currently stated within the Financial Regulations, Clause 4.2 to £250.00.

11. APPOINTMENT OF REPRESENTATIVES

a. Broadwindsor School

Councillor Leader was elected as representative.

b. Blackdown, Comrades Hall and Drimpton Village Hall Committees

Councillor Hardwill was elected as representative for Blackdown Village Hall, Councillor Chumbley was elected as representative for Comrades Hall and Councillor Bassett was elected as representative for Drimpton Village Hall.

c. Broadwindsor Community Sports Field

Councillor Leader was elected as representative.

d. Broadwindsor Allotment Group

Councillor Madder-Smith was elected as representative.

e. Footpaths Officer

Councillor Rowe was elected as representative.

f. DAPTC Western Area Committee

Councillors Hibbard and Sewell were elected as representatives.

g. Other Representations

Councillor Sewell was elected representative for BAVLAP. Councillor Frampton was elected representative for Broadwindsor Cricket Club.

12. 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 2021/2022, which had previously been circulated. The current balance as of the 29 April was £29,656.89. There were no questions.

b. To receive and note the Internal Audit Report 2020/2021

Councillor Chumbley paid thanks to the Clerk for her excellent work.

Resolved: Proposed by Councillor Chumbley, seconded by Councillor Bassett and agreed by a show of hands, the Council unanimously received and noted the Internal Audit Report for 2020/2021.

c. To consider and approve Section 2, Accounting Statements of the Annual Governance and Accountability Return for 2020/2021

Resolved: Proposed by Councillor Chumbley, seconded by Councillor Bassett and agreed by a show of hands, the Council unanimously approved Section 2, Accounting Statements of the Annual Governance and Accountability Return for 2020/2021.

d. To consider and approve the End of Year Accounts for 2020/2021

Resolved: Proposed by Councillor Chumbley, seconded by Councillor Bassett and agreed by a show of hands, the Council unanimously approved the End of Year Accounts for 2020/2021.

e. To approve BGPC Direct Debits and Standing Orders for 2021/2022

Resolved: Proposed by Councillor Chumbley, seconded by Councillor Bassett and agreed by a show of hands, the Council unanimously approved BGPC Direct Debits and Standing Orders for 2021/2022.

f. To approve payment of £1200.00 for Dorset Council (Traffic Surveys)

g. To approve payment of £25.00 for S Richards (Allotment Deposit)

h. To approve payment of £40.00 for A Painter (Allotment Deposit)

i. To approve payment of £6.26 for HMRC (NI)

j. To approve payment of £200.00 for Bridport & District Citizens Advice (Grant)

k. To approve payment of £692.54 for Community First Trading (Insurance)

l. To approve payment of £220.00 for Glasdon (Grit Bin)

m. To approve payment of £70.38 for Clerk (Expenses May 2021)

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

13. PLANNING APPLICATIONS

a. Applications Received and Circulated for Consultation

P/HOU/2021/00632, West Hill House, Broadwindsor, DT8 3QJ

Councillor Sewell reported that she had looked at the site online and stated that the proposal would only be visible to anyone staying in West Hill Cottages and that the application conforms to all regulations. Councillor Sewell stated that she could not see any reason for the Parish Council to raise objections.

P/HOU/2021/00789, Foxbury Cottage, School Lane, Kittwhistle

Councillor Hibbard stated that he had been asked to lead on this application and would feedback to the Clerk after a site visit had been completed.

b. Other Applications (Not for Consultation)

P/PABA2/2021/01524, Broadoak Farm, Watery Lane, Mosterton, DT8 3HG

The Clerk stated that this application was a Prior Approval agricultural application and as such did not require the corporate view of the Council at this time.

c. Results

None.

14. BUS BACK BETTER: A LONG-TERM STRATEGY FOR BUSES IN ENGLAND

Councillor Sewell reported that the Transport Action Groups (TAGs) have joined forces and are working together to draft a questionnaire which will be available in both electronic and hard copy formats and will cover all areas including Bridport, Lyme Regis and Thorncombe with the results being sent to Dorset Council. Councillor Sewell stated that Chris Loder MP had written in the Bridport News about the importance of good rural transport and quoted, part of the article,

“While the strategy provides optimism, my focus is to get bus services running again where they are needed, but no longer run. As a farmer’s son raised in rural Dorset, I know the importance of effective public transport and its impact on people’s lives. I will therefore be questioning the Minister for Buses at Transport Select Committee this week to ensure that this plan will fully deliver for rural communities.”

Councillor Sewell stated that it is hoped that by working with Dorset Council who has received £100,000 of Government funding, Dorset can achieve a viable public transport system which is available and open to the public to use. Councillor Hibbard thanked Councillor Sewell for her report.

15. KITTWHISTLE DEFIBRILLATOR BOX

Councillor Hibbard reported that some time ago he removed the defibrillator to change pads and batteries and the cabinet locked itself and will not open. Councillor Hibbard stated that the cabinet has always been problematic and therefore he was seeking permission to purchase a new cabinet. Councillor Sewell stated that she supported the purchase of a new cabinet and Councillor Bassett suggested that it would be sensible if all three defibrillators were the same. Councillor Hibbard stated that he would send details of the make and model to the Clerk and that she would obtain quotes and add to the agenda for the June meeting. There were no objections.

16. CLIMATE CHANGE EMERGENCY

a. Working Group Update

Councillor Leader stated that there were no updates at this time.

17. ALLOTMENTS

Councillor Madder-Smith stated that there were no updates at this time.

18. HIGHWAYS

a. Report from the Footpaths Officer

Councillor Rowe reported that she had circulated her update and asked for any questions. There were no questions.

b. Verge Management in the Grouped Parish Area

Councillor Rowe reported that she had had a conversation with Russell Goff that day regarding when verges would be cut and she is hopeful that they will be cut soon.

c. Common Water Lane Update

Councillor Leader reported that since the last meeting he has carried out a considerable amount of research into road traffic orders (RTOs) and found out that the problems being experienced in Common Water Lane are not unique and that in other parts of the country they have been dealt with by the creation of road traffic orders. Councillor Leader stated that RTOs have been discussed previously and that Dorset Council were against this option as they thought it was not the best option for Common Water Lane. Councillor Leader stated that he has discovered that there can be a lot of flexibility with RTOs, they can for example be used to ban all motorised traffic with the exception of emergency vehicles and farm vehicles who are engaged in legitimate business. Councillor Leader stated that RTOs seem to be the way forward, that they will give the authorities, both Dorset Council and Dorset Police the powers to deal with those who are in breach of the RTO. Councillor Leader stated that he has provided Councillor Christopher with a number of case studies and that he and Councillor Knox are both actively involved with this campaign. Councillor Leader stated that Dorset Council are still reluctant to fully engage on this matter and because of its location on the periphery of the Dorset Council area, that they do not see Common Water Lane as a significant issue. Councillor Leader stated that he is aware of Councillor Christopher's frustration regarding the attitude of some Dorset Council officials who have been very unhelpful and that he would like to ask Councillor Christopher about the best and most strategic way forward.

Councillor Christopher stated that on behalf of Councillor Knox who has an interest in this matter as ward Councillor for Beaminster and himself, he would like to see Dorset Council take a pragmatic approach to solve this problem and that it would be good to have Portfolio Holders and Officers on site to address the problem. Councillor Christopher stated that it was fair to say that this was a typical countryside problem, especially in the South West of England. Councillor Leader stated that only in the last few months has he appreciated that elected members are surprisingly fobbed off by paid officials and that the decision makers should be elected councillors who are there to represent their communities and not paid officials telling elected members what should and should not happen. Councillor Leader stated that this was a totally unsatisfactory state of affairs that does not demonstrate democracy. Councillor Leader stated that those who are making the decisions should be invited to a Parish Council

meeting to explain why they are not taking the action which should be taken. Councillor Christopher stated that it would be good to have Portfolio Holders and Legal Officials at a meeting of the Parish Council and that if no response is forthcoming from Dorset Council, he will be liaising further with Chris Loder MP. Councillor Knox stated that she was in total agreement with both Councillor Leader and Councillor Christopher and stated that she believed that there had been a previous agreement with Dorset Council to ensure a temporary albeit full block on traffic in Common Water Lane. Councillor Knox stated that she fully supported the campaign.

Councillor Rowe stated that she has already expressed her concerns about the response from Dorset Council to blocked Unclassified County Roads (UCRs) which was to close them and stated that these UCRs should come under the same order across Dorset. Councillor Sewell stated that she agreed with Councillor Knox and stated that the decision to block traffic from Common Water Lane was actually recorded and minuted and stated that surely Dorset Council are obliged to do what was agreed. Councillor Christopher stated that he agreed with both comments and that an onsite meeting was needed and that Dorset Council needs to explain their position. Councillor Leader stated that he will be advised by Councillor Christopher of who needs to be invited, Councillor Christopher stated that he would liaise with Councillor Knox. Councillor Hibbard asked Councillor Christopher to liaise with the Clerk and that she would then issue invitations.

d. Results of Traffic Surveys for the Installation of Speed Indicator Devices

Councillor Leader reported that Dorset Council has now carried out the surveys and has approved all identified locations with the exception of Greenham Lane which did not meet the criteria relating to the percentage of speeding vehicles. Councillor Leader stated that the Speed Indicator Devices all run off solar energy and that the cost for each device would be £2495.00 plus VAT, panels cost £175.00 plus VAT and that there would be an additional cost of £50.00 for each bracket. Councillor Leader stated that according to regulations, two devices would be required to service the number of roads identified and that Dorset Council charge between £300.00 and £500.00 to put up each post. Councillor Leader stated that this has to be done by Dorset Council as it is on the side of a highway. Councillor Leader stated that this purchase was not cheap but that they have proven to be successful in neighbouring areas. Councillor Leader stated that the Parish Council would be responsible for moving them between locations. Councillor Hughes asked if any grants were available to help with the cost of purchase, Councillor Leader stated that he was not aware of any and that other Parishes have had to pay for them themselves. Councillor Sewell stated that she did not think that there were grants available but that the Parish Council should be having CIL monies. Councillor Sewell stated that the devices have to be moved every six weeks and that the results in Marshwood had been incredulous and that she totally supported the purchase.

Councillor Hardwill stated that the Parish Council had paid Dorset Council a huge amount of money a few years ago to reduce the speed limit in Broadwindsor and that Dorset Council had put up six 20 mph signs, all of which were inadequate. Councillor Hardwill stated that the signs should have seen speed reduced down from 60 mph, to 40 mph, to 30 mph and then to 20 mph. Councillor Hardwill stated that Dorset Council should return and put up the correct signage before any further money is paid out to them. Councillor Christopher stated that if Councillors had suggestions about grant monies required then they should email him and that he would then pass on to the appropriate officer. Councillor Chubb stated that there was still some S106 funds available and that they could be used to put towards the cost and stated that a lot of people are concerned about speeding and that the Parish Council should do what it can to combat the problem. Councillor Sewell stated that one of the Speed Indicator Devices in Marshwood had been provided by the Education Department, the other was paid for by the Parish Council with support from the Community Land Trust.

Councillor Hardwill stated that going back some years, he had tried to get some form of speed restrictions in place between Horn Ash and Racedown, a major road with bottlenecks where accidents frequently occurred. Councillor Hardwill stated that he had not succeeded and then Broadwindsor had the 20 mph system put in place. Councillor Christopher asked Councillor Hardwill to send him an email regarding the matter and stated that he would then forward to the relevant officer. Councillor Christopher stated that he welcomed comments about the recent road resurfacing at Drimpton. Councillor Chubb stated that the majority of people he had spoken with were thankful, albeit it had taken far too many years to get agreed. Councillor Chubb stated that he was concerned about the state of the road to Greenham and that it had a considerable amount of potholes and had not been resurfaced. Councillor Christopher asked Councillor Chubb to email him with details.

e. Request from Resident, Seeking Permission to Install New Field Gateway between Shepherds Meadow and Bridge

Councillor Leader reported that he has spoken to Councillor Curtis regarding this matter and has been onsite with the resident seeking permission for the new gateway. Councillor Leader stated that the resident is seeking permission to create a new entrance onto Hursey Lane into a field owned by the resident and by doing so, will go across part of the Common. Councillor Leader stated that the reason for this request was to improve access to the field. Councillor Leader stated that the Clerk had circulated a plan kindly provided by the resident which shows the land owned by him and the land belonging to the Common. Councillor Leader stated that it was a difficult situation and that it was a wooded area in question and a number of trees would need to be felled. Councillor Leader stated that it would be sensible for all Councillors to familiarise themselves with the location and stated that this was not a planning application but an enquiry to the Parish Council as custodians of Hursey Common. The resident stated that no trees would need to be felled, just an opening in a hedge which belonged to the field and was owned by the resident himself. Councillor Sewell asked whether legal advice would be required to ascertain what could be done. Councillor Hibbard stated that Councillors

should look at the plan and a number of photos which would be forwarded by the Clerk and come back to the next meeting to discuss and then seek legal advice if required after that point. Councillor Hibbard thanked the resident for attending the meeting.

19. AFFORDABLE HOUSING

a. Report from the Broadwindsor Group Parish Community Land Trust

Councillor Leader reported that there were no updates at this time.

20. MATTERS OF INTEREST AND INFORMATION

a. Items for next Agenda from Members of the Council

Councillor Madder-Smith stated that he had been approached by local parents and grandparents about a gentleman who was seen on the swings in Bernards' Place smoking and drinking and whilst not being rude or threatening, did make them feel uncomfortable. Councillor Madder-Smith stated that he has seen the gentleman wandering around the village on many occasions and has spoken to him but not been able to engage in conversation. Councillor Frampton stated that he was aware of the gentleman and that sadly he was suffering with mental health difficulties and suggested that social services may need to be contacted. Councillor Chubb stated that he too is aware of the gentleman and is known to a lot of local people. Councillor Sewell stated that there is a mental health outreach team that could help. Councillor Chumbley stated that the gentleman is a vulnerable adult and that the Parish Council has a duty of care and safeguarding obligations and needs to report this. Councillor Rowe stated that she totally agreed and that if the Parish Council did nothing it would be at fault. Councillor Christopher stated that he would speak with Councillor Frampton after the meeting and make local enquiries and liaise with Councillor Knox.

Councillor Madder-Smith stated that he had also received reports that a building had been erected in Common Water Lane in the corner of the field. Councillor Leader stated that he had been contacted by a local resident about this matter but had not had the chance to visit the location. Councillor Sewell stated that she would look online to see if any applications for planning have been submitted and stated that you can report such matters online to Planning Enforcement. Councillor Christopher stated that if comments could be sent to him and he would then liaise with Planning Enforcement and Councillor Knox depending upon the location of the building.

Councillor Hibbard stated that he would not be able to attend the June meeting.

b. Items for next Agenda from Members of the Public

A member of the public asked Councillor Rowe whether the issue regarding the gates at Lewesden Hill was included in her circulated report. Councillor Rowe stated that she had been copied into the emails with Russell Goff. The member of the public asked about possible consequences for the landowner. Councillor Frampton stated that he had done everything possible to make walkers aware that the gates must be closed and stated that they will remain locked until after the crops are harvested. Councillor Christopher stated that when people do

walk through fields of cattle it can be dangerous and not everyone has experience of this. Councillor Rowe stated that she has tried to reiterate the message that a footpath is a 1m wide strip of land, a right of way through private land and that the fields are not a public park. Councillor Rowe stated that she will continue to highlight this message.

21. PUBLIC PARTICIPATION

Members of the public were invited to address the Council by Councillor Hibbard. There were no questions.

22. CLOSE

The Council Meeting was formally closed at 8.49 pm. Councillor Hibbard thanked everyone for attending. Councillor Hibbard thanked Councillors for all of their support during the last difficult year and stated that he looked forward to his next year in office.