



## **MINUTES OF THE MEETING OF THE COUNCIL**

**8 APRIL 2024**

**BLACKDOWN VILLAGE HALL**

**PRESENT:** Cllr. Rowland Hibbard (Chairman), Cllr. Jacqui Sewell (Vice Chair), Cllr. Rebecca Burt, Cllr. Steve Chubb, Cllr. Stephen Curtis, Cllr. Stuart Curtis, Cllr. Rick Dyke, Cllr. Andrew Frampton, Cllr. Bob Harris, Cllr. Fraser Hughes, Cllr. Sonia Raymond, Cllr. Yvonne White.

**ATTENDANCE:** Councillor Simon Christopher (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 present. Councillor Hibbard welcomed Councillors and members of the public to the meeting.

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

Apologies were received from Councillors Roberts, Bassett and Nikolov and from PCSO Bishop and unanimously approved by the Parish Council. The Clerk informed that Councillors Chubb and Sewell would be attending the meeting but would be late arriving due to another commitment that evening.

### **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 Meeting of the Parish Council held on 11 March 2024 were confirmed as a true record, unanimously approved by the Council and duly signed by Councillor Hibbard.

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

None.

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

No comments.

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

Councillor Christopher stated that his report had been circulated and asked for any questions. Councillor Christopher stated that he was also a Governor of Broadwindsor School and asked Stewart Urry to send him an email regarding the proposal as discussed under Agenda Item 6b. Councillor Christopher stated that with better weather forecast, Highways will be able to get out and start substantive road repairs, most notably on the road between Broadwindsor and Beaminster. Councillor Hughes stated that during his time on the Parish Council he has tried to drive forward, with the support of Councillor Christopher, road improvements across the Grouped Parish area and looking back at many previous communications, he was saddened that so many things still had not yet been done. Councillor Hughes stated that with the new budget forthcoming, he was hopeful that some of these projects would come to fruition and that we would have wonderful roads. Councillor Christopher asked if the Parish Council could send him an email regarding the problem of speeding vehicles, most notably in the Kittwhistle area and stated that he would pass on to Officers and that he was hoping to reduce the speed limit around Marshwood School. Councillor Dyke stated that Councillor Christopher had made mention in his report that a scheme to support flood-hit farmers has failed to open and asked what the Parish Council can do to help encourage it to get started. Councillor Christopher stated that the Parish Council may wish to write to Chris Loder MP and express their concern about the position that farmers face financially. Councillor Christopher stated that he had observed the Licensing Committee meeting with regard to the Dorsom premises application and stated that it was attended by a number of experienced councillors as well as the former Chief Inspector of Dorset Police and a lawyer and that the applicant now had to produce an event management plan which will be monitored and scrutinised by a safety advisory group. Councillor Hibbard stated that the report had been circulated to all Councillors.

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

No report.

#### **6. CORRESPONDENCE AND NOTICES**

##### **a. Beaminster Town Council, Request for Financial Support for Community Bus and Volunteer Drivers**

The Clerk reported that this had been circulated for information and that it could be added to the May agenda for discussion by the new Council.

**b. BADCE, Proposal for Single Storey Extension Along North Side of Broadwindsor Community Store**

Councillor Hibbard stated that the Clerk had circulated information relating to the proposal. Councillor Hibbard welcomed Stewart Urry to the meeting and invited him to address the Council. Stewart Urry stated that the Community Shop has little available space for storage, and is currently reliant on leased local garage space, which is only short term. In addition, the shop has a relatively small internal area, some 400 square feet, which is much smaller than neighbouring local shops such as Hogshill or Mosterton, so some increase in retail space would be very much welcomed. Stewart Urry stated that BADCE is interested in a plot of land to the north side of the shop which is currently not occupied by the MUGA or used by the School. Stewart Urry stated that subject to planning consent, they would wish to build a single storey extension about 12ft wide, roughly doubling the width of the shop. This would occupy less than half of the area of the identified piece of land. Councillor Hibbard stated that it was his understanding that the proposal was being brought before the Council to ask for its support. Councillor Harris asked who owned the land, Stewart Urry stated that he and the Clerk had reviewed the plan which formed part of the original MUGA lease with Dorset Council and that the land falls within the area subject to the lease. The Clerk stated that she had already contacted Dorset Council to assess whether such a proposal would be possible, and that Dorset Council had asked for further information and a plan. Councillor Hibbard stated that he supported such a proposal as the shop was a wonderful asset and by increasing the amount of stock held would greatly benefit the local community. Councillor Dyke asked whether the School had been contacted, Stewart Urry stated that the piece of land is gated off from the School and not used by them and a meeting had been held and no concerns had been raised.

**Resolution: Proposed by Councillor Hibbard and seconded by Councillor Hughes and agreed by a show of hands, the Council unanimously approved to support this proposal.**

**c. Comrades Hall Committee, Parish Council Committee Nomination**

The Clerk reported that she had received correspondence from Jill Maguire asking for a Parish Council nomination to join the Comrades Hall Management Committee. The Clerk stated that she had informed that a new Council will form in May and that all representations will be approved at the Annual Meeting on 13 May. The Clerk stated that the Parish Council could elect a representative who could then be co-opted on to the Management Committee thereafter.

**7. ACCOUNTS**

**a. To receive the Finance Report**

Councillor Hibbard referred Members of the Council to a spreadsheet highlighting income and expenditure which had previously been circulated. The current balance as of the 27 March 2024 was £40,314.80. There were no questions.

**b. Timetable for Annual Governance and Accountability Return for 2023/2024**

The Clerk reported that the instructions had now been received from the external auditor and that the deadline for the submission of the Annual Return is 30 June. The Clerk stated that she will table Section 2, the Internal Audit Report and the date for the exercise of public rights at the May meeting. The Clerk asked the Council if there were any conflicts of interest with BDO LLP, the external auditor. Members of the Parish Council resolved that there were no conflicts of interest, and the declaration form was duly signed by the Chairman and Clerk, in the presence of the Parish Council.

**Resolved: Proposed by Councillor Hibbard, seconded by Councillor Frampton and agreed by a show of hands, the Council unanimously resolved that there were no conflicts of interest between the Parish Council and BDO LLP.**

**c. To approve Section 1 – Annual Governance Statement of the Annual Governance and Accountability Return for 2023/2024**

The Clerk presented the Annual Governance Statement of the Annual Governance and Accountability Return for 2023/2024 which had been circulated prior to the meeting. There were no concerns raised.

**Resolved: Proposed by Councillor Dyke, seconded by Councillor Hughes and agreed by a show of hands, the Council unanimously approved Section 1 – Annual Governance Statement of the Annual Governance and Accountability Return for 2023/2024.**

**d. To approve payment of £72.12 for HMRC (NI & Tax)**

**e. To approve payment of £28.99 for Cllr Hibbard (Defibrillator Batteries)**

**f. To approve payment of £2000.00 for Comrades Hall (Annual Grant)**

**g. To approve payment of £2000.00 for Drimpton Village Hall (Annual Grant)**

**h. To approve payment of £2000.00 for Blackdown Village Hall (Annual Grant)**

**i. To approve payment of £2000.00 for Broadwindsor Community Stores (Annual Grant)**

**j. To approve payment of £45.00 to Broadwindsor Allotment Group (Reimbursement of Fees)**

**k. To approve payment of £79.00 for DAPTC (Councillor Networking Event)**

**l. To approve payment of £38.94 for the Clerk (Expenses March 2024)**

**m. To approve payment of £1,901.63 for the Clerk (Salary Reimbursement January - March 2024)**

**Resolved: Proposed by Councillor Dyke, seconded by Councillor Raymond and agreed by a show of hands, the Council unanimously approved payments d to m.**

**n. To note Clerk Appraisal, consider recommendation for annual pay increment and annual leave**

Councillor Hibbard reported that the Clerk's appraisal had been completed and that he recommended to the Parish Council that she be awarded a 3% increase to her salary. There were no objections. Councillor Hibbard stated that the Clerk had asked if ten days annual

leave not used in 2023/2024 could be carried over to the new financial year and that she would arrange to take the additional days before her summer leave period. There were no objections.

**Resolved: Proposed by Councillor Hibbard, seconded by Councillor Burt and agreed by a show of hands, the Council unanimously approved a 3% salary increase for the Clerk for the 2024/2025.**

**Resolved: Proposed by Councillor Frampton, seconded by Councillor Curtis and agreed by a show of hands, the Council unanimously approved that ten days of annual leave for the Clerk be carried over to the 2024/2025 financial year.**

**o. To approve amendments to banking mandate**

The Clerk reported that after 7 May three of the Councillors on the current bank mandate will leave the Council and it was important to ensure that payments could still be authorised after that time. The Clerk stated that she proposed to amend the bank mandate to reflect these changes, to remove Councillors Sewell and Bassett immediately and add Councillor Dyke and remove Councillor Hibbard in May once the online banking had been set up for the new Chairman. There were no objections, and the Clerk was asked to proceed with these amendments.

**8. PLANNING APPLICATIONS**

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

**P/FUL/2024/00831, 3 Templemans Ash, Pilsdon, DT6 5NX**

Councillor Hibbard reported that this was a retrospective application and that he had spoken to two close neighbours who had also submitted their own comments independently to Dorset Council. Councillor Hibbard stated that they were not against the application but that their biggest concern was that a statement included in the application which made reference to the fact that only a small number of complaints about the noise had been received was in their opinion untrue. Councillor Hibbard stated that this concern had been included within the Parish Council's response to Dorset Council.

**P/VOC/2024/01070, Dorset Farm, Littlewindsor, DT8 3QU**

Councillor Harris reported that this was an application previously supported by the Parish Council, now with a minor change relating to the amount of floor space resulting from insulation requirements. Councillor Harris stated that if this had been included within the original application, it would have still been his recommendation to support the proposal.

**P/PABA/2024, Manor Farm, Rookery Lane, Burstock, DT8 3LH**

Councillor Frampton reported that he and Councillor Stephen Curtis had attended a site visit, and that the application seeks approval to provide a roof covering over a number of silage pits. Councillor Frampton stated that there are grants available and such measures have Government support and that the application is supported by the River Axe Catchment Area

Officer. Councillor Frampton stated that the application makes complete sense to separate water from silage and should be supported.

**P/VOC/2024/01333, Land North of Broadwindsor Road, Beaminster, DT8 3PP**

The Clerk stated that Councillor Sewell had reviewed this application and had forwarded notes to her for reading out. The Clerk stated that the application is seeking a highways alteration to improve the entry and exit into and out of the housing complex and that Councillor Sewell had commented that she would have liked to have seen provision in the plan for a cycle path directly to the primary school. Councillor Harris stated that he drives along the road in question and previously there was a mini roundabout with the proposal being to change it to a straight junction. Councillor Harris stated that this will cause a hazard for those entering and exiting right but stated that this will be for Highways to consider.

**b. Other Applications**

**Seaborough Music Festival Licence**

Councillor White reported that she had attended the Licensing Committee meeting and that given the conditions applied to consent, it was too short notice for the festival to take place this year and that the applicant now needs to compete a full event management plan. Councillor Hibbard thanked Councillor White for her efforts.

**P/FUL/2024/01668, Manor House, Pitmans Grave Crossroads to Junction, Littlewindsor Farm, Littlewindsor, DT8 3QU**

The Clerk reported that the above application had been received after the publication of the agenda and that Councillor Hibbard had agreed to review and report back.

**c. Results**

Councillor Hibbard reported the following results:

P/TRT/2024/00541, Hursey Common, Hursey, DT8 3LN: Granted

P/TRD/2024/01655, Island House, High Street, Broadwindsor, DT8 3QP: Does Not Require Consent

P/PABA/2024/01339, Manor Farm, Rookery Lane, Burstock, DT8 3LH: Prior Approval Required

P/NMA/2024/01063, Old Stables, Seaborough Court Access, Seaborough, DT8 3QY: Granted

P/TRT/2024/00356, Land West of Northcombe Lea, Drimpton: Consent

P/FUL/2024/00157, Land at Courtwood Farm, Broadwindsor, DT8 3LB: Granted

**9. PROPOSAL FOR D-DAY MEMORIAL EVENT, 6 JUNE 2024**

Councillor Hibbard stated that following the last Parish Council meeting he had made contact with a couple of members of the public regarding supporting the beacon lighting element of the event and also Reverend Jo Neary with regard to bell ringers. Councillor Hibbard stated that he was awaiting an update and would report back. Councillor Hibbard stated that he would also contact Broadwindsor School and stated that the children may wish to be involved again and read the names of the fallen soldiers. Councillor Frampton reported that improvements were being made to the memorial with help from Chris Edgerley and that it

was planned that curb stones be added and a rear wall. Councillor Frampton thanked Councillor Hughes for his help in driving these improvements forward. Councillor Hughes stated that Chris Edgerley had suggested that he could rotavate and level the ground and plant grass seed and poppies in an attempt to maintain the area. Councillor Hughes stated that the Dorset Council managed verges either side are a concern, and it may be helpful to seek a volunteer to look after the memorial site. Councillor Hughes asked if the invoice for materials should be sent directly to the Clerk, the Clerk stated that it should be.

#### **10. ELECTIONS 2024 UPDATE**

The Clerk confirmed that following the submission of electoral nomination forms, the Parish Council will have five vacancies after 7 May, three for the Drimpton ward, and one each for the Blackdown and Broadwindsor wards. The Clerk stated that these vacancies can be filled by co-option at the May Annual Meeting. Councillor Hibbard welcomed two members of the public, one of whom had submitted their nomination form and informed that the other could be co-opted to the Parish Council. Councillor Sewell stated that she was aware of another member of the public who was interested in being co-opted. The Clerk asked that the Notices of Uncontested Election as circulated be placed on noticeboards.

#### **11. CLIMATE CHANGE EMERGENCY**

Councillor Dyke stated that at last month's meeting he shared the Draft Strategy paper and commented that it could be discussed at this meeting but that it was also suggested that this was perhaps something that the new Council should debate once in place. Councillor Dyke stated that he thought that this made sense. Councillor Dyke stated that with help from Sheila Hawkins an action plan has been drafted but that the group probably needs to meet once more to finalise it before circulation. Councillor Dyke proposed that both documents be circulated once the new Council has been formed.

#### **12. ALLOTMENTS**

The Clerk reported that the renewals for 2024 had been issued and that one payment was still outstanding.

#### **13. MUGA UPDATE**

The Clerk stated that the MUGA has yet to be cleaned as the process requires consecutive dry days which had not been forthcoming. The Clerk stated that she was still awaiting a reply from the School in relation to a date for the dedication event. The Clerk stated that she has asked the School to leave the external gate unlocked after the end of the school day and that the opening and closing arrangements may need to be reviewed after the new Council has formed.

#### **14. COMMUNICATIONS WITHIN THE GROUPED PARISH AREA**

Councillor Dyke stated that there was no update at this time.

## **15. HIGHWAYS**

Councillor Stephen Curtis stated that on the lane between Childhay and Knowle Cross, the bridge had washed away, and the retaining wall had slipped about ten metres with more than half of the road now gone. Councillor Stephen Curtis stated that if vehicles go down there, there is a huge cavity, and they will possibly tip over into it and that it is a very dangerous situation. The Clerk stated that she would report online and asked Councillor Stephen Curtis if it was possible for him to send some images. Councillor Stephen Curtis stated that he would do so.

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

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

Councillor Hibbard thanked all Councillors individually for their significant contribution to the Parish Council and the wider community. Councillor Hibbard stated that it had been a privilege to be Chairman of Broadwindsor Group Parish Council and he did not think that there was another parish council in Dorset which had done so much for its community over the last twelve to fifteen years. On behalf of the Council, Councillor Dyke thanked Councillor Hibbard for his long service on the Council and dedication in the position of Chairman. Councillor Chubb paid thanks to Councillor Hibbard for his involvement on the Council.

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

None.

## **17. PUBLIC PARTICIPATION**

No comments.

## **18. DATE OF NEXT MEETING**

The Clerk reported that the next meeting would convene at 8.00 pm on Monday 13 May 2024 at Comrades Hall.

## **19. THE FMR TRUST**

### **a. To receive the Finance Report**

Councillor Hibbard referred Trustees to a spreadsheet highlighting income and expenditure which had previously been circulated. The current balance as of the 27 March 2024 was £2,488.12. There were no questions.

### **b. To approve payment of £320.66 for Broadwindsor Group Parish Council (Trust Administration)**

**Resolved: Proposed by Councillor Sewell, seconded by Councillor Hibbard and agreed by a show of hands, Trustees unanimously approved payment 19b.**

## **20. CLOSE**

The meeting of the Parish Council was formally closed at 8.23 pm and the meeting of the FMR Trust was formally closed at 8.25 pm. Councillor Hibbard thanked everyone for attending and for their participation.