



## **MINUTES OF THE COUNCIL MEETING 9 APRIL 2018**

### **COMRADES HALL**

**PRESENT:** Cllr. Rowland Hibbard (Chairman), Cllr. David Leader (Vice Chairman) Cllr. Tim Bassett, Cllr. David Chumbley, Cllr. Lloyd Curtis, Cllr. Andrew Frampton, Cllr. Peter Hardwill, Cllr. Brian Hedditch, Cllr. Roger Smith, Cllr. Kevin Madder-Smith, Cllr. Dorothy Rowe, Cllr. Jacqui Sewell.

**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

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

Apologies were received from Councillors Chubb, Tibballs and Laurie 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 7h and Councillor Hibbard declared an interest in Agenda Item 7i.

##### **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 12 March 2018 was confirmed as a true record and signed by Councillor Hibbard and unanimously approved by the Council.

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

The Clerk thanked Members of the Council for attending the training event on 3 April and stated that she would circulate copies of the presentation and additional guidance. Councillor Rowe stated that she would like to feedback concerns that she had when attending the recent Planning Committee and the Clerk asked Councillor Rowe to contact her outside of the Meeting.

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

There were no members of the public present.

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

Councillor Hibbard reported that Councillor Knox had sent an email to the Parish Council informing that she would be circulating a presentation regarding upcoming shadow governance arrangements and also a presentation about the review of the ward/division boundaries. Councillor Knox had stated in her email that there is going to be a local need for Parish Council help in discussing and responding to the Local Government boundary commission proposals in June/July/August.

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

Councillor Sewell reported that she had sent an email to the Clerk and Councillors with regard to an Electoral Review which was taking place which will examine and propose new electoral arrangements including the total number of councillors to be elected to the council, the names, number and boundaries of wards and the number of councillors to be elected from each ward. Councillor Sewell stated that the Review will be a consultative process and the community can influence the outcome. With regard to boundaries, Councillor Sewell stated that it was important that anomalies of past years were not allowed to happen again and that it was important that communities that feel that they belong together, remain together. Councillor Sewell stated that comments can be made as individuals and collectively as the Parish Council and the Clerk confirmed that she would add the information to the website and Facebook page. Councillor Rowe stated that she was alarmed at the proposed reduction in the number of councillors and Councillor Sewell stated that the role would become a full-time job.

Councillor Sewell reported that at the recent West Dorset District Council Planning Committee, the application WD/D/17/000761 1 Bridge Cottages, Grenham had been approved and that the resolution of the Committee for the application WD/D/17/000800 Land South of Fullers was to delegate approval of the application to officers, in order to complete the necessary legal agreement.

Councillor Curtis stated that previous planning applications for 1 Bridge Cottages had been refused and the former owners had in the end, sold the site. Councillor Bassett stated that he had reviewed the application previously and could not see any reason for rejection. Councillor

Sewell stated that an application for an entrance was granted in 2003 and that changes in planning policy over time has most likely caused the change in decision.

**c. Report from Dorset Police**

In the absence of PCSO Bishop, the Clerk read aloud his report. The report stated that on 26 March, a spray-painted mark was found on a post near to farm buildings in the Blackdown area. The residents were concerned that this may have been a mark used by criminals to target the property. The report stated that the Police have had several reports over the years of similar incidents with marks being found close to properties but stated that this had never led to any crimes. PCSO Bishop's report stated that whilst there is a possibility this could be a cause for concern, with technology as good as it is nowadays there is very little need for criminals to mark properties and stated that criminals don't want to be seen or identified, so leaving marks that arouse suspicion would be against what they are trying to do. The report concluded by stating that PCSO Bishop will be holding surgeries at Comrades Hall on every second Tuesday in the month.

**6. CORRESPONDENCE AND NOTICES**

**a. Life Education Wessex, Request for Grant**

The Clerk reported that this letter had been circulated prior to the Meeting. Councillor Hibbard stated that the Council had supported Life Education Wessex in previous years and there was consensus amongst Members that a grant should be offered again. The Clerk was asked to add £250.00 for Life Education Wessex to the accounts for the May Meeting.

**Resolved: Proposed by Councillor Bassett, seconded by Councillor Rowe and agreed by a show of hands, the Council unanimously approved a grant of £250.00 for Life Education Wessex.**

**b. Citizens Advice Bridport & District, Thank You Letter**

This correspondence was noted by the Council.

**7. ACCOUNTS**

**a. Finance Report**

The Clerk referred Members of the Council to a spreadsheet highlighting income and expenditure for year end 2017/2018, which had previously been circulated. The current balance as of the 31 March 2018 was £44,341.37 and the Clerk highlighted the ring-fenced funds. There were no questions.

**b. Annual Governance and Accountability Return for 2017/2018**

The Clerk reported that she had received notice of the Annual Governance and Accountability Return for 2017/2018 and that the deadline for submission was 25 June 2018.

Councillor Chumbley asked the Council to vote on the payments en bloc from c to l, this was agreed.

c. To approve £102.00 for Mr. R. Rawlings (Installation of Slabs)

d. To approve £1566.00 for Dorset Planning Consultant Ltd (Neighbourhood Plan Consultancy)

e. To approve £567.00 for Dorset Environmental Records Centre (Ecology Survey)

- f. To approve £360.00 for Mr. C Penney (Allotment Hedge Cutting)
- g. To approve £1800.00 for Comrades Hall (Grant)
- h. To approve £1800.00 for Drimpton Village Hall (Grant)
- i. To approve £1400.00 for Blackdown Village Hall (Grant)
- j. To approve £5.74 for HMRC (NI)
- k. To approve £793.71 for the Clerk (Adjustment to Salary for January, February and March)
- l. To approve £55.27 for the Clerk (Clerk's Expenses)

**Resolved: Proposed by Councillor Leader, seconded by Councillor Smith and agreed by a show of hands, the Council unanimously approved payments c to l.**

## **8. PLANNING APPLICATIONS**

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

None

### **b. Other Applications**

#### **WD/D/18/000053, Hillside, Stony Knaps, Winsham, TA20 4NY**

Councillor Hibbard reported that following the last Parish Council Meeting he had spoken to the neighbours of this property and stated that they did not have any objections. Councillor Hibbard stated that he had been asked about a license application for alcohol which he knew nothing of as it did not form part of the planning application. Councillor Hibbard stated that this had made him question why the Parish Council is not informed of such license applications. Councillor Sewell stated that the licensing authority is West Dorset District Council.

### **c. Results**

The Clerk reported the following results.

WD/D/17/000761 1 Bridge Cottages, Grenham, TA18 8QE: Approved

WD/D/17/002964, 20 Orchard Mead, Broadwindsor, DT8 3RA: Approved

As previously reported by Councillor Sewell, the Clerk stated that with regard to application WD/D/17/000800 Land South of Fullers, the Planning Committee had resolved to delegate approval to officers, in order to complete the necessary legal agreement.

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

The Clerk reported that the data for February and March had not been published.

## **9. RESPONSE TO WEST DORSET DISTRICT COUNCIL, DEVOLUTION OF SERVICES ASSETS TO TOWN AND PARISH COUNCILS SURVEY**

The Clerk stated that she had sent a word version of the questionnaire to Members of the Council prior to the March Meeting and that the deadline for submission was 12 April. Councillor Smith stated that he did not feel that the Parish Council should take over services from the District or County Councils. There was general discussion amongst Councillors and agreement that it was difficult to answer some of the questions in the survey until it became clearer as to what services would not be provided in the future. There was also general agreement that that Parish Council should at this time answer no to the questions regarding

devolution of services and that there may be some scope in the future for working more closely with town councils. The Clerk was asked to complete and submit the survey.

**Action: The Clerk to complete and submit the online survey.**

#### **10. SECTION 106 ALLOCATION PROCESS - IDENTIFICATION OF PROJECTS**

The Clerk reported that she had collated project ideas as submitted by Councillors and that she had circulated these to Members prior to the Meeting. Councillor Sewell provided a brief overview of Section 106 for Councillor Rowe. The Clerk reported that she had asked Broadwindsor Allotment Group for project ideas for the small amount of money identified for allotments and that she was waiting for a reply. The Clerk stated that unfortunately the money available was not as much as originally thought due to incorrect information forwarded by West Dorset District Council. Councillor Sewell confirmed that if monies are not drawn down then they would be returned and the Parish would not be able to use them. Councillor Hardwill stated that the car park at Blackdown Village Hall was in need of repair and suggested that some funds could be used for this. Councillor Rowe stated that the Cricket Club should be supported as it is a valuable community asset. Councillor Sewell stated that it is preferred that Section 106 money is used in the local area from which it derived. Councillor Bassett stated that although much fundraising had been carried out to extend the car park at Drimpton Village Hall, there was not enough money to pay for the surfacing of it and asked that some Section 106 funds be used to help.

Councillor Hardwill reported that he had been approached by a resident who had expressed their unhappiness with the state of the Allotments and it had been suggested that a small hedge be planted to provide a screen from the roadside. Councillor Hibbard stated that the Broadwindsor Allotment Group (BAG) should be consulted and their views sought on the installation of a hedge and advice as to the best suited hedge should be sought. Councillor Rowe stated that it would be important to ensure that any hedge supports and attracts wildlife.

There was agreement of the following:

- Monies identified for Community Venues be shared between Blackdown and Drimpton Village Halls, for their respective car parks
- Monies identified for Play Areas be used to support the MUGA project
- Monies identified for Parks, Gardens and Outdoor Sport be used to support Broadwindsor Cricket Club with the cost of roadside netting
- Monies identified for Natural Greenspace be used to support the costs of maintaining Hursey Common
- Monies identified for Allotments could be used to support the cost of a hedge or a project identified by BAG

**Resolved: Proposed by Councillor Rowe, seconded by Councillor Chumbley and agreed by a show of hands, the Council unanimously approved the recommendations as outlined above.**

## **11. ANNUAL PARISH MEETING 2018**

The Clerk confirmed that the Annual Parish Meeting will take place on Tuesday 8 May at Blackdown Village Hall and confirmed that some confirmations of attendance had already been received. The Clerk stated that she had already circulated a poster for noticeboards and that she would now be putting together a draft agenda. The Clerk asked Councillors to inform people of the event and encourage as many people as possible to attend.

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

The Clerk reported that she had attended the DAPTC briefing event and that she could confirm that at this current time, she could not be the Data Protection Officer for the Parish Council and that external services would need to be engaged. The Clerk also stated that in terms of procedures and policies, that there was some work to be done to ensure compliancy and that the new regulations would apply to the Parish Council, to its committees and to the way in which individual Councillors retain and access personal data. The Clerk stated that this agenda item would remain for future Meetings and that she would ensure that sufficient guidance is provided to Councillors.

## **13. 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 circulated to all Councillors prior to the Meeting and asked for comments. Councillor Smith commented that the document was very long and questioned whether people would read it all. Councillor Leader stated that it was an excellent document, Councillors Hedditch and Rowe agreed, stating that the research and analysis was first rate. Councillor Smith agreed. Councillor Rowe stated that she hoped that it would carry the weight that it deserved. Councillor Hibbard stated that he welcomed comments by email after the Meeting. Councillor Hibbard stated that the Committee would convene again on the following Monday and that there would be another series of roadshows to gauge public feedback on the Draft Plan.

## **14. EMERGENCY PLAN**

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

No report was presented.

## **15. ALLOTMENTS**

The Clerk stated that she had sent out allotment renewals for 2018 in February and was in the process of chasing late payments.

## **16. HIGHWAYS**

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

Councillor Rowe apologised to Councillor Frampton, stating that he had some time ago very kindly sent her notes on how people should behave when walking on public footpaths and stated that she would be shortly completing an information poster. Councillor Rowe stated that she would forward the poster for comment to those Councillors whom are farmers and

ask for comments and then circulate to the full Council. With regard to the broken stile on Chard Road, Councillor Rowe reported that there had not been any progress made since the last Council Meeting and that the Drimpton resident was understandably frustrated. Councillor Rowe stated that she had telephoned and emailed the Officer at Dorset County Council but had not yet been able to speak with her. Councillor Sewell suggested writing a letter and copying Councillor Knox into the communication if a reply was not forthcoming.

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

Councillor Rowe reported that she had had a very constructive communication with Mr. Russell Gough from Dorset County Council and stated that he had suggested meeting to look at potential sites for wildlife verges. Councillor Hibbard suggested that they also look at the area in front of the Allotments. Councillor Leader stated that he would be happy to join Councillor Rowe at the meeting.

**c. Car Parking in Broadwindsor Square**

Councillor Hibbard stated that at the last Meeting, it was reported that the owner of Blackbird Cottage had very kindly agreed that the Council could place a sign at his property to stop people from parking outside and stated that this would reduce the risk of access being blocked. Councillor Leader stated that he would review appropriate signage and report back at the next Meeting. Councillor Madder-Smith stated that the side of the road where Blackbird Cottage is located does not have white lines, Councillor Chumbley questioned the number of car park spaces required for the Cottage as it was used as a holiday let. Councillor Hardwill asked about the resurfacing of the Square, the Clerk stated that she had contacted Councillor Knox about the matter again but had not had a reply. Councillor Hedditch commented that there were so many potholes in Crewkerne Road that it rendered it extremely dangerous. Councillor Curtis stated that repairs needed to be completed urgently, Councillor Chumbley stated that all pot holes should be reported online at Dorset For You. Councillor Hibbard stated that he would send an email to Councillor Knox directly.

**d. Dog Fouling and Bins**

Councillor Leader reported that all footings had been prepared and that he was still awaiting the delivery of the two new bins. Councillor Madder-Smith asked if the bins would be secured as the site close to Hursey Common was very exposed. Councillor Leader confirmed that both bins would be securely installed. The Clerk stated that she would be producing the dog fouling posters but had not had time to complete so far.

**e. Speedwatch in Drimpton**

Councillor Smith reported that PCSO Bishop had emailed members of the previous Speedwatch Group and confirmed that all had passed their assessment. Councillor Sewell reminded Members of the training that would take place in Marshwood and stated that she would circulate details once received.

## **17. AFFORDABLE HOUSING**

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

Councillor Leader reported that the project was moving forward and that some legal issues were yet to be resolved. Councillor Leader stated that the community consultation event on 28 March was well attended with over a hundred people. Councillor Leader stated that the vast majority of those whom attended were positive about the plans and that a number of issues were also raised which will be looked at by the Community Land Trust. Councillor Bassett stated that the presentation was very good and Councillor Sewell asked that thanks be paid to Rosemary Shepherd for the excellent tea stall. Councillor Frampton asked how long it would be before any development is seen, Councillor Leader stated that he would like to see something next year. Councillor Frampton stated that with the proposed development at the land south of Fullers, potentially there could be twenty-two affordable homes built. Councillor Hibbard stated that any affordable homes built on the land south of Fullers could not be ring-fenced for local residents as could those built by the Community Land Trust.

## **18. LEISURE**

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

Councillor Leader reported that a number of estimates had been received and that the MUGA project would cost approximately £60,000. Councillor Leader stated that to date, funds of £40,000 had been secured leaving a shortfall of £20,000. Councillor Leader stated that some grant applications were still pending a decision. Councillor Rowe stated that some grants already secured were time limited and that it was important that the project starts as soon as possible. Councillor Hibbard stated that the options seemed to be for the Parish Council to provide additional support directly through its reserves or by securing a loan which would be paid back over a period of time. Councillor Curtis stated that the Council's reserves should not be used and that a loan is the best option. There was general agreement amongst Councillors that this would be the best option in order for the MUGA project to proceed. Councillor Hibbard stated that he had given much thought to the financing options and stated that the interest received by the FMR Trust from its investment could be sufficient to repay the loan each month. Councillor Hibbard stated that by doing this, its capital would not be affected and that there would still be enough funds to award grants each quarter. Councillor Curtis stated that the Parish Council should top up the FMR Trust when it is able to, to provide for a larger pot of funds in the future when need may be greater. Councillor Leader stated that the FMR Trust is a fantastic asset for the community and that when possible, the Parish Council should provide further investment. Councillor Chumbley stated that using the interest from the FMR Trust would be a good use of the money but that there should still be sufficient funds to award to projects. Councillor Hardwill stated that he agreed that the FMR Trust capital should not be used, Councillor Hibbard confirmed his agreement.

**Resolved: Proposed by Councillor Hibbard, seconded by Councillor Smith and agreed by a show of hands, the Council unanimously agreed to proceed with a loan application to provide additional funding for the MUGA project.**



The Clerk stated that the MUGA poster would be circulated shortly and that there had been a delay due a problem with the website editing function.

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

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

Councillor Hedditch stated that Mr. Robert Hedditch was proceeding with the restoration of the fingerpost signs and stated that it was not going to be completed in a short time due to the nature of the work required and the number of signs to be repaired.

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

None.

## **20. PUBLIC PARTICIPATION**

There were no members of the public present.

## **21. FMR TRUST**

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

The Clerk referred Trustees to a spreadsheet highlighting income and expenditure for year end 2017/2018, which had previously been circulated. The current balance as of the 31 March 2018 was £6,408.72. There were no questions.

Councillor Leader stated that an indication of an award of £5,000 for the MUGA project had been made by Trustees at a previous Meeting but that it had not been formally recorded. Councillor Leader asked Trustees if they still wished to award this grant, all Trustees agreed.

**Resolved: Proposed by Councillor Smith, seconded by Councillor Chumbley and agreed by a show of hands, Trustees unanimously agreed to approve a grant of £5000.00 for the MUGA project.**

### **b. To consider an application for £400.00 from 1<sup>st</sup> Broadwindsor Guides**

The Clerk reminded Trustees that the application was asking for £400.00 to support the costs of a weekend camp for Broadwindsor Guides and that the total cost of the project was £840.00. The Clerk reported that the Guides had already raised £320.00 by fundraising and were going to raise a further £120.00. Councillor Bassett stated that the application was very much in line with the principles of the FMR Trust and he proposed that the application be supported.

**Resolved: Proposed by Councillor Bassett, seconded by Councillor Hedditch and agreed by a show of hands, Trustees unanimously agreed to approve a grant of £400.00 for the 1<sup>st</sup> Broadwindsor Guides.**

### **c. To approve £209.87 for Broadwindsor Group Parish Council (Trust Administration)**

**Resolved: Proposed by Councillor Chumbley, seconded by Councillor Leader and agreed by a show of hands, Trustees unanimously agreed to approve payment of £209.87 for Broadwindsor Group Parish Council.**

**22. CLOSE**

The Council Meeting was formally closed at 8.50 pm and the FMR Trust Meeting was formally closed at 8.56 pm. Councillor Hibbard thanked everyone for attending.