

# MINUTES OF BOTHENHAMPTON & WALDITCH PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL BOTHENHAMPTON, ON MONDAY 11 April 2016

Present: Bob Dennis(Chair), Ian Bark, Ed Hanson, Pennie Jones, Geoff Matthews, & Colin Sparkes.  
In attendance: Chris Dobbs (Clerk).

## 100. DECLARATION OF INTEREST.

100.1 - To remind Parish Councillors that if a matter arises at a Meeting which relates to an interest in Appendix A of the Code of Conduct adopted by resolution of B&WPC on Monday 9th July 2012, then the member shall not participate in a discussion or vote on the matter. Where a matter arises at the meeting which relates to Appendix B of the Code of Conduct, then the member shall withdraw from the Meeting. Where a matter arises at a meeting which relates to a financial interest of friend, relative or close associate, the member concerned shall disclose the nature of the interest and withdraw from the meeting.

## 101. APOLOGIES.

101.1- There were apologies from - Alan Stenning & Elizabeth Welch.

## 102. MINUTES OF THE PREVIOUS MEETING.

The Minutes of the previous Meetings of Bothenhampton and Walditch Parish Council held on Monday 14 March 2016, were accepted as true records and duly signed by the Chairman.

## 103. MATTERS ARISING.

103.1- May 2014 - 1 to 11, June - 12 to 22, July - 23 to 33, August - no Meeting, September - 34 to 44, October - 45 to 55, November - 56 to 66, December - no Meeting, January 2016 - 67 to 77, February 2016 -78 to 88, March 2016 - 89 to 99, & April 2016 - 100 to 110. This is following the advice of the Internal Auditor, and creates a unique set of Minutes for each month in the year.

103.2 - Co-option of Andrew Taylor - \* NB - not in attendance -

## 104.DEMOCRATIC HALF HOUR.

At 7.03 p.m. the Meeting was adjourned to enable members of the public to air their view on matters of local interest. At 7.35 p.m. the Meeting re-convened to complete the Council's Agenda, there being no further matters raised.

n.b. - There were 10 members of the public present at the Meeting.

## 105. REPORT BY WDDC COUNCILLORS FOR BRIDPORT SOUTH.

Dave Rickard - Not much to report, but mentioned that changes to Planning Consultation were imminent. Broadly the report indicated that no paper Planning documentation would be sent out to Parish Councils from April 2017. Communications would only happen between official e mail sites, and only responses to Applications would be accepted through portal. The Clerk commented that he had received the WDDC Report via his personal e mail despite there being a Parish official domain site.

The username for B&WPC is bothenhampton@dorset-aptc.gov.uk

## 106. REPORT BY DCC COUNCILLOR - RON COATSWORTH.

Attended, but left after Democratic Half Hour -

Briefly mentioned that plans to alleviate parking problems was well in progress, and that there had been a change in DCC Community Highways Officer.

\*Please note that DCC Community Highways Officer, Blair Turner, wrote in his e mail, dated 11

February to the Parish Clerk :-

- 'The design for a series of options is now with our design team. They will be putting the various options to the Parish Council/ Parishioners for consultation at a future, suitable meeting. I will contact you when the designs are ready for this consultation so that a suitable meeting date can be organized.

### 107. \* PLANNING AGENDA for B&WPC Meeting - Monday 11 April 2016.

a) Applications received from WDDC/DDC -

WD/D/16/000453 - 2 Elwell, Bridport - Double Garage with new vehicular access - Corporate View of the PC was to recommend an Objection to Planning Consent for the listed reasons -

WD/D/16/002137 - 2 Elwell, Bridport - Corporate View of the PC was to recommend an Objection to Planning Consent for the listed reasons -

WD/D/16/000659 - 20 Valley Road - Erect single storey extension. Apply rendering to existing brick walls. Corporate View of the PC was to recommend Approval of Planning Consent -

WD/D/16/000531 - 10 Maple Gardens - Single storey rear extension as listed. To Colin at Meeting -

b) Decisions by WDDC/DCC etc.

### 108. FINANCE AGENDA - B&WPC MEETING - Monday 11 April 2016.

Receipts - £310 - in payment of Wayleaf, (BT pole in John Holt Play Area) -

i) Statement of Current Account as at 31 March 2016 - £13,436.34

ii) Accounts for Payment

Less outstanding cheques as listed :-

Cheques £

1472 - Clerk's February & March Salary - 808.66

1473 - DAPTC - Good Councillors Guide - 30.00

1474 - CAB - Grant - 1000.00

1475 - CPRE - Annual Subscription - 36.00

1476 - Hire of Walditch Village Hall - 30.00

1477 - Black & White IT Ltd - 30.00

1478 - Post Office Ltd - new e mail address - 322.17

1479 - Office Accommodation for Clerk - 97.50

1480 - BTC - Lengthsman fees - 1080.00

1481 - Bothenhampton Village Hall - 42.00

Total £3476.33

Balance £9960.01 Cheques as listed were proposed for payment by Geoff Matthews, seconded by Pennie Jones, and carried by all Parish Councillors present.

## 109. \* PARISH MATTERS - for B&WPC Meeting - Monday 11 April 2016.

- n.b. All items to be introduced by Clerk unless specified on Agenda -

109.1 - Consideration of Emergency Access at narrow part of Main Street -

Action at October Meeting - Parish Councillors present endorsed the view of the experts present at the Democratic Hour previously held,( see Report dated 12 October 2015).

Action at November Meeting - Clerk read e mail from Blair Turner, DCC Community Highways Officer, to Meeting describing design progress of the proposed scheme.

Action at January Meeting - Clerk requested to e mail to DCC Blair Turner requesting that Signs, & a Parking Permit Zone are given further consideration re the narrow part of Main Street. Also to point out the use of Village Hall, and the possible forthcoming planning re Homestead Farm. Copies to be sent to County Councillor Ron Coatsworth, & local resident Debbie Knight.

Action at February Meeting - The Clerk was requested to send a further e mail to Blair Turner, confirming the PC view as sent in January, and noting 2 additional points re an appropriate warning sign, & the concern re the possibility of losing 5 parking spaces if the proposed 'Outbuild ', has further consideration.

Action at March Meeting - No update, but see comments by County Councillor Ron Coatsworth & notes made in Democratic Half Hour.

Action at April Meeting - See comments in 106 - DCC Ron Coatsworth

109.2 - Review of Standing Orders & Financial Regulations -

Action at February Meeting - Standing Orders taken for Read & Review by Geoff, & Financial Regulations to Ian. Geoff & Ian to present full Review of respective documents to PC at March 2016 Meeting -

Action at March Meeting - Approved the Financial Regulations document, in line with the PC Risk Assessment Policy that 2x signatures by Authorised Parish Councillors are required for all cheque transactions - as proposed by Ian Bark, and seconded by Bob Dennis.

Geoff Matthews & Bob Dennis proposed that the Parish Clerk acts on behalf of B&WPC as the Responsible Financial Officer(RFO).

All Parish Councillors present were in favour of Approving Financial Regulations as described, and the motions listed were carried.

Standing Orders were deferred for Approval to the next Meeting scheduled for Monday 11 April 2016.

Action at April Meeting -Approval of Standing Orders by all Parish Councillors present.

109.3 - Lengthsman's duties for March 2016 -

Bothenhampton -

\* Construct steps to provide easier access from Footpath 5/14 to Bowhayes -

Nb -contacted DCC, Bowhayes is private road - requested DCC does estimate of cost - nb - not received to date - Monthly Inspection of John Holt Play Area -to clear algae on Play Surface - Picnic Tables/gate mechanism need repairs - to Pennie Jones - see 98.6 -

Remaining Bench to be considered for suitable site by PC - to agree location at March Meeting -

Walditch - Spinners Lane - Chimney Report - WDDC Building Control -

\*Site inspection of Spinners Lane - drain outlet to be cleared -

Site inspection of John Gundry Play Area, & bin emptying if necessary -

Damage to edge of Village Green -

Access track needs attention - to Colin Sparkes - see copy of letter to John Gundry -

109.4 - Bridport Area Neighbourhood Plan -

Action at February Meeting - Some action by Steering Group reported to Meeting - Clerk had meeting with Richard Nichols re local viewpoint -

Action at March Meeting - Progress described by Ian in verbal Report -

Action at April Meeting - Ian reported that Bradpole had agreed to stay as a member of Bridport Area Neighbourhood Plan -

109.5 - Review of cover arrangements for Clerk -

Action at February Meeting - Clerk to meet with Ian on Wednesday 9 March at 0900 to discuss procedures for next Meeting -

Action at March Meeting - Clerk to meet with Ian on Tuesday 29 March at 0900 -

Action at April Meeting - Clerk to meet with Ian on Tuesday 3 May at 09.00 -

109.6 - Play Areas Inspection Reports -

Action at February Meeting - Colin agreed to assist with Review of Inspection Reports before the March 2016 Meeting -

Action at March Meeting - Pennie to produce 'red' list asap -  
Colin to pursue repair of access path to Play Area -

Action at April Meeting - Pennie gave progress report on red list -

109.7 - DCC Grant - progress of proposals -

Action at January Meeting - Clerk reported that e mail had been sent to Ron Coatsworth requesting 2 projects as listed -

Action at February Meeting - see Minute 84 - refurbished Panels being progressed -

Action at March Meeting - deferred to April Meeting -

Action at April Meeting - Clerk had not received any reports of progress made -

109.8 - Provision of dog waste bins in Parish -

Action at March Meeting -Question location, who provides, & who empties - to consider at April Meeting -

Action at April Meeting -Parish Councillors agreed to make further investigations regarding bin location & collection arrangements -

109.9-Bothenhampton Village Hall - Grant request -

109.10 - Proposed Served at Holy Trinity, Bothenhampton -

109.11 - Bradpole Pre School -Donation request -

Nb - 109.9, 109.10, & 109.11, to be discussed at May Meeting -

109.12 - Internal Audit/Annual Return for 2015/2016 - Action of April Meeting -

Action at April Meeting - Annual Governance Statement 2015/16, Approved by B&WPC -

Proposals for Parish Matters Agenda - for May 2016 Meeting

### 110. CORRESPONDENCE - to be tabled at Meeting.

N.B. All correspondence is available from Clerk unless assigned to a Parish Councillor as listed.

110.1 - Referendum on Thursday 5 May - leaflets distributed -

110.2 - CPRE Journals - to Pennie Jones -

110.3 - Rospa - Client Inspection Survey - Pennie has completed -

99.4 - The Pension Regulator - to Elizabeth for review - Elizabeth had given Apologies -

The Annual Parish Meeting of the Parish Council will be held at BOTHENHAMPTON VILLAGE HALL, on MONDAY 9 May 2016, commencing at 6.30 pm., & followed by the May Meeting of B&WPC.

Nb - Colin reminded Meeting of May Apologies -

There being no further business to discuss, the Meeting closed at 9.03 p.m.

### MATTERS RAISED IN THE DEMOCRATIC HALF HOUR

Monday 11 April 2016 -

Eight local residents expressed concern about Planning Applications WD/D/16/000453, & WD/D/16/002137, regarding the proposed development which has started at 2 Elwell. Particular concern was expressed as a proposed new Driveway from the site went onto amenity land, and led to access on Pasture Way. County Councillor Ron Coatsworth noted the concerns & advised residents to make contact with him after the Meeting.

Concern was also expressed about the Building Site not being fenced & possibly being an unsafe work area. WDDC Councillor, Dave Rickard, indicated that WDDC had a Building Control Office.

Resident from 1 Pasture Way, Mr Ollis, showed the Clerk a DCC Licence to plant & maintain the amenity site adjacent to Pasture Way.

Concerned Residents were advised by the PC to make individual representation to the WDDC Planning Authority, & were informed by the Clerk that both Planning Applications were on the PC Agenda for the Meeting.

David Capewell enquired about any progress with Outbuild plans. He was assured by the Chair that any correspondence to B&WPC would be passed on when possible.