



Bothenhampton & Walditch
Parish Council since 1886

MINUTES OF BOTHENHAMPTON & WALDITCH PARISH COUNCIL MEETING held remotely at 5pm on 12th APRIL 2021


Initials	Councillor	Initials	Councillor
JB	Cllr Jim Basker (Chair)	GS	Cllr Graham Styles
EB	Cllr Edward Berry	MW	Cllr Martin Warne
CA	Cllr Chris Addis	TC	Tan Cox (Clerk)

Also Invited: Cllr Sarah Williams / Cllr Kelvin Clayton / Cllr Dave Bolwell

Ref	Agenda Item	Action
	Declaration of Pecuniary Interests and Eligibility: No Declarations were received	
	Apologies: Cllr Bolwell, Cllr Williams	
	Clerk's Note: Due to the COVID-19 virus and social distancing requirements this meeting was held remotely using video conferencing software. The L01-20 Local Authorities and Police and Crime Panels (coronavirus) (flexibility of local authority and police and crime panel meetings) (England and Wales) Regulations 2020, Regulation 5(2) require that all participants should be able to be seen and heard throughout the meeting and this condition was satisfied.	
1	Reports from Dorset Council Councillors: Cllr KC referred to the arrangements that are to take place after 7 th May when the regulations allowing for virtual council meetings are rescinded. He said that the Annual Council Meeting is having to be brought forward to the 4 th May in order to get round the problem. There was discussion on this, and the Clerk was interested in what the ongoing arrangements would be within Dorset Council, however Cllr KC was not clear on what is happening with regards the format of future Dorset Council meetings. Cllr KC said that as from 23 rd April, Dorset Council stepped down from being on COVID major incident status, and confirmed that Dorset Council's response is being scaled down.	

Minutes agreed on 26th April 2021

Ref	Agenda Item	Action
2	<p>Democratic Half Hour:</p> <p>There were no items for discussion.</p>	
3	<p>Minutes of Parish Council Meeting – Monday 8th March 2021:</p> <p>The Minutes of 8th March were approved, and a copy will be posted to the website.</p> <p>Councillors were asked to comment on the Summary of Actions on page 7. As follows:</p> <p>Regarding Homestead Farm – New Planning Application – the parish council has written a letter and input a comment onto the Dorset Council planning portal. Action completed.</p> <p>Regarding Clerks Hours – the parish council has written to Dorset Council to increase the Clerk’s hours. Action completed.</p>	
4	<p>Reports from External Organisations:</p> <p>WATAG – there has been no WATAG meeting, however Cllr MW has said he will attend the next one.</p> <p>BLAP – 12th March.</p> <p>Cllr Styles recalled that Chris Loder MP had attended the virtual meeting and spoke on specific issues relevant to the area including:</p> <ul style="list-style-type: none"> ● An increased Police presence in the area, including in Bridport (county lines drug dealing) ● Bridport branch railway line to Maiden Newton. Government subsidies increased to £3.5bn last year, and it will be a struggle just to keep the current levels of service, especially the Bristol to Weymouth line. It is not possible to support an entirely new line. To get more cars off the road, improving connectivity around Bournemouth/Yeovil would be better. ● Support for initiatives such as using less single use plastics, especially with supermarkets. ● Planning: he argued that the sustainability of villages required modest growth in terms of housing (eg 10-20). He prefers that to the Dorset Council Local Plan policy of three large developments, plus a few smaller ones, which he thought would damage villages (eg causing primary schools to close). Reference to Vearse Farm and that a new development was extremely likely on this site. ● Broadband: he acknowledged that connectivity is increasingly important, given new ways of working and people moving out of London. BT’s priorities are big towns, rather than rural areas. He meets BT every couple of months, and thinks they are starting to deliver. 12 community fibre projects have started across West Dorset. 	

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	<p>Cllr GS added that the Government had announced an initiative relating to broadband coverage entitled 'project gigabit' whereby the government would subsidise providers such as Openreach to deliver gigabit speed to rural areas where it would otherwise be uncommercial to do so, Dorset will be in the first phase of this project if it happens. If so the voucher scheme will fall away.</p> <p>Cllr JB said Dorset Council had opened invitations for the next round of gigabite scheme vouchers, although only part of the parish is classed as a 'rural area', there may be a need to explore whether upgrading the remainder of the parish is necessary.</p> <p>BANP/JCC – next meeting is scheduled 3rd June 2021. This meeting will discuss the Governance Review, (ie: whether parish councils should change their boundaries, responsibilities etc).</p>	
5	<p>Planning:</p> <p>Planning Consultations</p> <p>The planning consultation and decision notices specified on the Agenda were noted.</p>	
6	<p>Finance and Budget</p> <ul style="list-style-type: none"> ● Payments for Approval – 9th March 2021 - 12th April 2021 <ul style="list-style-type: none"> ● Ken Hussey Inspection Fee Q1 ● Post Office x 2 ● Dorset Council 3rd party payments ● Councillor voucher ● Lower Walditch Play Area – o/s S106 ● Emergency signs ● Bridport Town Council ● Clerk Salary ● Derek Smith Grasscutting <p style="text-align: right;">  Approved </p> <p>The Clerk said that most of the payments listed had already been paid and had been authorised via email. The invoice cover sheet was signed by the Chairman and scanned back to the Clerk.</p> <p>The Clerk's salary for April 2021 was approved as were any expenses.</p> <p>The Bank Statements as of 31st March 2021 had been provided to councillors for their perusal, the Bank Statement was signed by the Chairman and scanned back to the Clerk.</p> <p>The Year-end Cash Flow Forecast to 31st March 2021 had been sent to Councillors for their review. Cllr CA provided a brief synopsis of the cash position at the end of the year and the various deposits that had been made during the year into the parish council's deposit (savings) account.</p> <p>The Clerk confirmed that the remaining £933.91 S106 monies had been transferred to the LWPA Group.</p>	

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	<p>The Clerk referred to a Freedom of Information request that had been received from Ms J Beal and to the full response that had been sent in reply – there had been no further communication from Ms Beal..</p> <p>The Clerk referred to the government-imposed cut-off date of 7th May (end of virtual meetings) and said that this had meant bringing the parish council's Annual Meeting forward by two weeks. She said that this had made it very tight to meet the deadlines required for agreeing the AGAR and getting the financial statements and internal audit completed. She said that it is not permitted to have electronic signatures on the AGAR and that these will need to be signed off. There will need to be a short meeting in the garden of Greystones for this purpose.</p>	
7	<p>Parish Council Sub-Groups: None</p>	
8	<p>Other Parish Matters: Request for Grant from CAB. This was discussed and it was unanimously agreed to award a grant for the same amount as the previous year. The Clerk agreed to make the payment as soon as possible.</p>	Clerk
9	<p>Correspondence:</p> <p>The following correspondence was sent during the period and can be found on the council's website www.bothenhamptonwalditchparishcouncil.com</p> <ul style="list-style-type: none"> ● Letter to Dorset Council regarding Homestead Farm ● Email to Dorset Council (R Goff) regarding use of Flail along Crock Lane and other roads in the villages ● Email to Lower Walditch Play Area group regarding installation of equipment purchased via lottery grant ● Emails to DAPTC regarding end of remote meetings (7th May) and to key holders of village halls advising of dates of forthcoming meetings ● Several emails to Dorset Council regarding the 30mph speed limit in Walditch ● Emails to playground inspector and PlayQuest regarding problems with play equipment and request for visit to repair ● Email to DAPTC regarding parish council's obligations with regard insurance and maintenance of play equipment purchased by third parties ● Email to insurers advising of increased insurance cover for additional play equipment at Lower Walditch Play Area ● Email to Axminster Printers to acquire weatherproof adhesive signs for litter and dog waste bins ● Email to J Beal responding to FOI request – note copy on website 	

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	<ul style="list-style-type: none"> ● Email to Dorset Council (Finance) for information on S106 balances and interest ● Email to Dorset Council (Trees) regarding felled tree in Walditch (possible conservation area) and the failure to replace trees along Sycamore Avenue in Walditch. Copies to Cllr Bolwell. ● Email to Internal Auditor to commence internal audit of council finances (follow on emails as necessary) ● Review of email from PKF Littlejohn – External Auditors and emails to internal auditor ● Email to Dorset Council (Planning) regarding various applications including Homestead Farm, Marsh Gate, Sunnyside <p>The Clerk asked Councillors for their views on the above and whether they thought it appropriate for emails to be shown under the ‘correspondence’ heading in Section 9. She explained that, generally, she would only show ‘letters’ that had been written on parish council letterhead.</p> <p>The Clerk explained that it is not possible to extract the minutia of text from emails and place onto letterheads and then upload to the council website’s ‘correspondence’ page and the website will therefore only show letters that have been written in the period.</p> <p>There was discussion about the changing way in which we all communicate and that writing emails to members of the public is an accepted way of corresponding. Councillors were keen for Section 9 of the minutes and agenda to contain details of the emails the Clerk had sent on behalf of the parish council.</p> <p>There was general agreement that should a member of the public want to know the detail of an email they would be able to contact the Clerk who would deal with the request under the Freedom of Information regulations.</p>	
10	<p>Miscellaneous:</p> <p>Parish Plan</p> <p>Cllr JB referred to the document that he sent to fellow councillors on the 3rd April and to the various amendments that had been made over the preceding months. There was discussion between Cllr JB and Cllr EB with regards further amendments. Cllr EB said he will determine what further action is needed and contact Cllr JB in the next few days. Cllr CA (who is not part of the PP Group) asked whether the parish plan will be presented to the full council and formally approved. Cllr JB said that this will be done as soon as the final version had been worked up.</p> <p>There was discussion about which version of the document will be put onto the council’s website. The Clerk asked about the parish plan that is already on the website. Cllr EB said he would look at both versions and draw the two together. The Clerk to send the word.doc to Cllr EB.</p>	Cllr EB Clerk

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	<p>Email from Chris Loder MP regarding Dorset National Park There was discussion around the subject of National Parks generally and the pros and cons of having them within rural and urban areas.</p> <p>It was agreed that councillors would research this and let Cllr GS have their views / opinions on the creation of a Dorset National Park. Cllr JB asked that this be done by 16th April 2021.</p> <p>Cllr EB referred to the various background documents available for the research, (emails) and also referred to Chris Loder’s website..</p> <p>Cllr GS agreed to combine all responses received from fellow councillors and draft a letter for the Clerk to put onto letterhead. Clerk to send to Chris Loder MP.</p> <p>Annual Meeting The Clerk referred to the forthcoming meeting on the 26th April and said that a pre-meeting between Cllr GS and Cllr JB needed to be set. A date of 19th April was agreed, start time 10am. The Clerk referred also to the OSPA meeting that had been scheduled for the 26th April, it was agreed to move the OSPA to 10th May, start time 4pm.</p> <p>Allocation of work and responsibilities It was noted that Cllr EB has taken over the liaison role between the parish council and Bridport Town Council with regards the management of the Nature Reserves. Cllr EB will be a member of the management group hosted by BTC and will attend as representative of the parish council.</p> <p>It was also noted that Cllr CA will assume responsibility for the John Gundry Play Area in Walditch. Cllr JB said that he would let Cllr CA know what the various duties and responsibilities were and how often they would need to be done.</p> <p>Cllr JB will replace Cllr AL on the LWPA Group and look after the Lower Walditch Play Area.</p>	<p>All Cllrs</p> <p>Cllr GS Clerk</p>
	<p>AOB</p> <p>Email from Richard Pikesley Cllr Berry referred to his role as liaison on the Nature Reserves and to an email he had received from Richard Pikesley.</p> <p>The email referred to a disturbance at Bothenhampton Nature Reserve on Saturday 10th April 2021. The disturbance was caused by young people gathering from mid-afternoon and the result being a noisy party lasting into the early hours, the Police were called but did not arrive until 1.30am.</p>	

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	<p>There was discussion around this, and it was agreed that this is not a parish council matter as the Nature Reserves are still owned by Dorset Council and have not yet been transferred over. It was also agreed that events of this kind are a public disturbance issue and as such the Police should be called to deal with the public.</p> <p>Cllr JB said that when the Nature Reserves are transferred to Bridport Town Council any disturbances of this nature will be the responsibility of Bridport Town Council and it was therefore unclear why Cllr EB had been sent the email in the first place by David Dixon, an officer of Bridport Town Council.</p> <p>Cllr EB said that he would prefer that a 'parish council' response is sent. The Clerk will contact the resident and reply on behalf of the parish council.</p> <p>Adhesive Stickers Cllr CA had asked that the stickers be slightly modified to enable the parish council to use the stickers in a variety of locations. It was agreed to remove 'A good initiative from' the sticker making it more generic for use more widely. The Clerk will liaise with the printers and order 25. Cllr CA referred to the QR Code and that he will renew his subscription.</p> <p>Lower Walditch Play Area and Orchard Cllr JB referred to the wobbly poles that are supporting one of the play area pieces of equipment and to the response received from PlayQuest to deal with the issue, he said that a member of the group would send a video clip / photo of the wobbly pole to the Clerk. Cllr JB said that they had reported the wobble at the time of the installation, and that the wobble had got worse.</p> <p>The Clerk agreed to contact PlayQuest again as soon as she receives the video/photos.</p>	<p>Clerk</p> <p>Clerk Cllr CA</p> <p>Clark</p>
	The meeting ended at 6.30pm	

Date of the next Parish Council Meeting and Annual Meeting: 26th April 2021 @ 6.30pm
Previous council agenda and minutes can be found on www.bothenhamptonwalditchparishcouncil.com

SUMMARY OF AGREED ACTIONS – 12th April 2021

Action	Owner	Page
Regarding Grant to CAB – Clerk to award grant	Clerk	4
Regarding Parish Plan – Clerk to send word document of website version of the parish plan to Cllr EB.	Clerk	5
Cllr EB to combine both versions of the parish plan together and pass back to the Clerk for uploading onto the website.	Cllr EB	5
Regarding Email from Chris Loder MP regarding Dorset National Park – Councillors to research this using emails sent by Cllr GS and by reference to CL’s website. Send response to Cllr GS by 16 th April.	All Cllrs	6
Combine all responses received from fellow councillors and draft a response to CL, send to the Clerk for final letterhead and dispatch.	Cllr GS Clerk	6
Regarding disturbance in Bothenhampton Nature Reserve – the Clerk to write to the resident.	Clerk	7
Regarding adhesive stickers - liaise with the printers and order 25.	Clerk	7
Regarding QR Code – renew subscription	Cllr CA	
Regarding Lower Walditch Play Area / wobbly pillar – contact PlayQuest	Clerk	7

ROLLED OVER ITEMS – 12th April 2021

Action	Owner	Page
None	All	2

ITEMS REFERRED TO OSPA SUB-COMMITTEE – 10th May 2021

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None	3

ITEMS REFERRED TO TT&F SUB-COMMITTEE – 30th April 2021

Item	Page
None	

ITEMS REFERRED TO F&F SUB-COMMITTEE – 30th April 2021

Item	Page
None	

External Organisations - Acronyms:

WATAG – West Dorset – Western Area Transport Action Group

BLAP – Bridport Area Local Partnership

BANP JCC – Bridport Area Neighbourhood Plan, Joint Councils Committee

DAPTC – Dorset Association of Town and Parish Councils

NALC – National Association of Local Councils

BTC – Bridport Town Council

External Organisations - Councillor representatives:

WATAG – Cllr Chris Addis (Deputy - Cllr Martin Warne)

BLAP – Cllr Graham Styles

BANP – Cllr Jim Basker

Misc

VFO - Volunteer Footpath Officer

AGAR – Annual Governance and Accountability Return