



Bothenhampton & Walditch
Parish Council since 1886

**MINUTES OF BOTHENHAMPTON & WALDITCH PARISH COUNCIL MEETING
held REMOTELY at 3pm on 11TH MAY 2020**

Initials	Present	Initials	Present
JB	Cllr Jim Basker (Chair)	MW	Cllr Martin Warne
AL	Cllr Ann Langridge	CA	Cllr Chris Addis
GS	Cllr Gill Smith		
Also Invited		TC	Tan Cox (Clerk)
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 Chris Dobbs, Cllr Colin Sparkes, Cllr Dave Bolwell, Sarah Williams, Cllr Kelvin Clayton	
1	Reports from Dorset Council Councillors: <ul style="list-style-type: none"> Cllr Kelvin Clayton had contacted the clerk with a written update for parish councillors mainly relating to the various virtual meetings that had taken place at Dorset Council. The Chair read this out to councillors and this was noted. 	

Minutes agreed: on8th June 2020

Ref	Agenda Item	Action
2	<p>Democratic Half Hour: As the meeting was held virtually using Zoom, there were no members of the public.</p>	
3	<p>Minutes of Parish Council Meeting – Monday 9th March 2020: The minutes of the 9th 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 9. As follows:</p> <ul style="list-style-type: none"> ● Regarding Sycamore Avenue, Walditch – Clerk has written to Dorset Council, however councillors were not convinced that much headway had been made. Clerk to follow up with another letter to Mr A Hollingsworth. ● Regarding 30 Mile an hour limit in Walditch – Dorset Council have written to us notifying that there will be a delay in completing the works due to COVID-19. ● Regarding Quarterly Bulletin – Councillors believe that the Bridge has been suspended due to the COVID-19. ● Regarding Memorials Policy – the Clerk said that this Policy has been agreed via email. 	TC
4	<p>Reports from External Organisations:</p> <ul style="list-style-type: none"> ● WATAG – there has been no WATAG meeting due to COVID-19. ● BLAP – there has been no BLAP meeting due to COVID-19. ● BANP/JCC – Thursday 5th March 2020. Cllr GS and Cllr MW could not access the meeting remotely due to software problems. TC said that she would send the minutes out as soon as they are received by her. 	
5	<p>Planning:</p> <p>Planning Consultations The Clerk said that the planning portal at Dorset Council had been updated with the corporate view expressed by councillors.</p> <p>There were several comments by councillors regarding the new procedure for looking at planning consultations:</p>	

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	<p>TC reminded councillors of the need to submit a 'corporate view' to Dorset Council via their planning portal and to do this, all councillors should be consulted.</p> <p>Cllr MW wanted to clarify the process and TC agreed to minute this for future reference.</p> <p>It was agreed that:</p> <ul style="list-style-type: none"> • TC will continue to send planning consultations to each councillor. • All councillors should respond as soon as possible. • Any councillor who has a particular interest in the application or who is resident nearby can deal with the application. • The official cards can be used to notify the applicant and/or neighbours that the council is looking into the application. • The official guidelines have been sent out to each councillor who should look at the guidelines prior to giving their opinion. • In the event that councillors have 'no comment' or 'no objection' TC will update the Dorset Council portal with a corporate view of 'neutral'. 	
6	<p>Finance and Budget</p> <ul style="list-style-type: none"> • Payments for Approval – 10th March to 13th April 2020 <ul style="list-style-type: none"> • Dorset Council 3rd Party Payments (March 2020) • Derek Smith Garden Service • e-Learning at Work – First Aid Course • Peter Mowatt Expenses – John Gundry • James Draper – telephone box • Town & Country Tree Care – John Holt • Town & Country Tree Care – John Gundry • Townsend Engineering – Walditch Notice Board • Payments for Approval – 14th April to 11th May 2020 <ul style="list-style-type: none"> • Lifesystems First Aid Kit • DAPTC – New Councillor Training • Derek Smith • Dorset Council – Reinspection – John Gundry • Dorset Council – Third party payments • Barry Armstrong-Marshall <p>TC said that most of the payments listed had already been paid and had been authorised via email.</p> <p>The Bank Balance as of 29th April 2020 was provided to councillors for their perusal – the Statement was signed by the Chairman.</p>	

Ref	Agenda Item	Action
6	<p>Finance and Budget (cont)</p> <p>The Clerk's salary for May and June 2020 was agreed as were the Clerk's expenses.</p> <p>Councillors noted the Cash Flow Forecast sent to them previously.</p> <p>The Financial Statement showing the income and expenditure for the 2019/2020 year had been forwarded to councillors for their comment and approval. The Financial Statement was approved and signed by the Chair; a scanned copy of the document was forwarded to the Clerk.</p> <p>The AGAR (Annual Governance and Reporting) 2019/20 – SECTION 1 had been completed and sent to councillors for their comment and approval. The AGAR – Section 1 was signed by the Chair and a scanned copy of the document forwarded to the Clerk.</p> <p>Cllrs MW and GS requested a training session on the AGAR and its various components. TC agreed to set this up.</p> <p>The Parish Council's insurance was discussed at length and the various provisions were considered, especially in line with the renewed and renovated equipment in John Gundry Play Area. Cllr JB referred to the Asset Register and TC said that this needs to be updated and assets need to be revalued. She said this has already been placed before the F&F Sub-Committee and will be discussed later.</p> <p>The main features of the council's insurance policy were discussed, and it was agreed that the Insurance with Norris and Fisher for £548.58 to include the benches will be renewed for the year. Cllr JB requested the level of cover for the play area equipment be reviewed by the Open Spaces Committee and the level of cover increased, if required.</p>	<p>TC</p> <p>OSPA</p>
7	<p>Parish Council Sub-Groups: all sub-groups have met, and the minutes were forwarded to councillors. There were several recommendations to the main committee:</p> <p>Open Spaces and Play Areas Sub-Committee – 7th April 2020.</p> <p>The Chair (Cllr GS) provided a brief summary of the items under discussion and the main points arising. There were no recommendations to the main committee.</p> <p>It was agreed that the Volunteer Footpath Officer would be asked for his opinion on the optimal siting of dog bins.</p>	<p>Cllr MW</p>

Ref	Agenda Item	Action
7	<p>Parish Council Sub-Groups (Cont)</p> <p>Traffic, Transport and Footpaths Sub-Committee – 1st May 2020</p> <p>The Chair (Cllr MW) provided a brief summary of the items under discussion and the main points arising. A discussion on footpaths took place and Cllr MW agreed that a list of the parish’s footpaths would be compiled. There were no recommendations to the main committee.</p> <p>Finance and Funding Sub-Committee – 1st May 2020</p> <p>The Chair (Cllr CA) provided a brief summary of the items under discussion and the main points arising. There were two recommendations for the main committee and two recommendations for the Open Spaces and Play Area sub-committee.</p> <p>Main Committee: Recommendation relating to the Parish Audit Supporting Statement (Asset Register) – when appropriate form a sub-committee to check and review the asset register including revising the financial elements as necessary.</p> <p>Recommendation relating to CIL Money - a portion of the CIL money is made available to Walditch Village Hall Committee for the replacement of the windows.</p> <p>Open Spaces and Play Area sub-committee: Recommendation relating to the Dry Stone Wall. Ask the relevant contractor to provide the parish council with a quote to do the work.</p> <p>Recommendation relating to Play Area Signage. Ask for a quotation from a local sign maker.</p>	<p>TT&F</p> <p>Cllr AL</p> <p>Cllr AL</p>
8	<p>Other Parish Matters:</p> <p>Lengthsman hours – Councillors had been sent the spreadsheet of lengthsman hours up to 5th March. There was discussion around this, and the question of the extra dog bins was raised and whether the emptying of these new bins were being charged to the parish council. TC said that the council pays for a set number of hours per annum and the emptying of the bins will be included within the set hours, we may not know how many dog bins are being emptied each week / month just by looking at the spreadsheet, however it was agreed that the time allocated by the Lengthsman for bin emptying would be monitored.</p>	
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 PlayQuest regarding Lower Walditch Play Area 	

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10	<p>Miscellaneous:</p> <p>Climate Change Agenda – the Char Valley event has been cancelled due to COVID-19.</p> <p>Parish Council Plan – Cllr JB suggested a preliminary meeting and a date of 21st May was agreed.</p>	
11	<p>AOB</p> <p>Cllr AL raised the issue relating to the old churchyard in Bothenhampton, as the parish council had received a letter from the rector asking for a contribution towards the grass cutting costs. Cllr AL said that the parish council had not budgeted for a grant to the old churchyard. There was discussion around the issue and the Clerk was asked to refer the matter back to them and ask how much their grass cutting costs are in the year, who does it and how often it is done.</p> <p>The Clerk raised the issue of venue for the June meeting and there was discussion around allowing members of the public access to the meeting via Zoom. It was agreed to cancel the hall booking for June.</p> <p>TC said that she had been contacted by a member of the public about this and that she had responded by asking them to put their issue into writing and send to her via the website email address and that the issue would be raised and the response minuted in the minutes. The member of public had accepted this as an acceptable way forward.</p> <p>It was agreed that the Council would ask for written contributions from members of the public and the Chair would select one or two and invite them to participate during the 30-minute democratic half hour via Zoom.</p> <p>The Clerk raised the issue of Cllr CD who had not attended the meeting via Zoom and may not attend subsequent meetings through illness. She asked whether the parish council would support the sending of flowers and a card to Cllr CD. There was discussion around this, and it was agreed that Cllr AL would attempt to find out a contact name / address that the Clerk could use. Cllr CA also said he may know people who could help.</p> <p>The Clerk raised the issue of the potential new councillor application and councillors agreed a couple of dates that they would be available for interview. TC agreed to contact him and confirm a date and to send councillors details of interview questions.</p> <p>The Clerk asked for authorisation for the purchase of Zoom professional to enable future Zoom meetings to continue for longer than 30 minutes. Authorisation was granted unanimously.</p>	<p>TC</p> <p>TC</p>
	<p>Items for next Agenda:</p>	
	<p>The meeting ended at 4.45 pm</p>	

Date of the next Parish Council Meeting: 8th June 2020 @ via Zoom

Previous council agenda and minutes can be found on www.bothenhamptonwalditchparishcouncil.com

SUMMARY OF AGREED ACTIONS – 11th May 2020

Action	Owner	Page
Regarding Sycamore Avenue, Walditch, Clerk to write a follow up letter to GC at Dorset Council.	TC	2
Regarding AGAR, arrange training session with Cllrs MW and GS	TC	4
Regarding Insurance, review level of cover for the play area equipment and increase cover if required	OSPA	4
Regarding optimal siting of dog bins, ask the volunteer Footpath Officer for his opinion on the optimal site for dog bins.	Cllr MW	4
Regarding the Parish Audit Supporting Statement (Asset Register), form a sub-committee to check and review the asset register including revising the financial elements.	Cllr AL	5
Regarding CIL money, portion of the CIL money is made available to Walditch Village Hall Committee for the replacement of the windows	Cllr AL	5
Regarding Bothenhampton old churchyard, refer the matter back to the rector asking how much the grass cutting costs are in the year, who does it and how often it is done.	TC	6
Regarding new councillor, arrange date for interview.	TC	6

ITEMS REFERRED TO OSPA SUB-COMMITTEE

Item	Page
Regarding Insurance, review level of cover for the play area equipment and increase cover if required	4

ITEMS REFERRED TO TT&F SUB-COMMITTEE

Item	Page
Regarding optimal siting of dog bins, ask the volunteer Footpath Officer for his opinion on the optimal site for dog bins.	4
Regarding footpaths, ask the volunteer Footpath Officer to compile a list of footpaths in the parish.	5

External Organisations - Councillor representatives:

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

BLAP – Cllr Colin Sparkes (Deputy – Cllr Ann Langridge)

BANP – Cllr Chris Dobbs (Deputy Cllr Gill Smith and/or Cllr Jim Basker)

MATTERS RAISED IN THE DEMOCRATIC HALF HOUR – Monday, 11th May 2020

No members of public attended.