



Bothenhampton & Walditch  
Parish Council since 1886

**BOTHENHAMPTON & WALDITCH PARISH COUNCIL  
MINUTES OF MAIN COMMITTEE MEETING  
11<sup>th</sup> October 2021 at 7pm Bothenhampton Village Hall**

Initials	Councillors	Initials	Councillors
JB	Cllr Jim Basker (Chair)	CA	Cllr Chris Addis
MW	Cllr Martin Warne	TC	Tan Cox (Clerk)


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

Ref	Agenda Item	Action
	<b>Declaration of Pecuniary Interests and Eligibility:</b> No Declarations were received	
	<b>Apologies:</b> Cllr Styles, Cllr Berry and DC Cllrs Bolwell and Williams	
1	<b>Reports from Dorset Council Councillors:</b> <p>Cllr KC said that Dorset Council are using 'land use consultants', to compile a Local Heritage List of sites throughout Dorset and Cllr KC asked whether the parish has any local important heritage sites such as monuments etc for consideration.</p> <p>Cllr KC asked us to remind any residents who are currently on the housing register of the need to re-register on the new Dorset Council Housing Needs Register. The cut-off date being 1<sup>st</sup> December.</p> <p>Cllr KC provided a brief update on the Covid situation, saying that there is a small increase but it is levelling off. He confirmed 'average' for Dorset.</p>	

Minutes agreed on 8<sup>th</sup> November 2021

Ref	Agenda Item	Action
2	<p><b>Democratic Half Hour:</b></p> <p>Two residents attended. One complained that publicity about Lower Walditch Play Area should have given more prominence to the role of Bridport Town Council. The other advocated at some length a system of local government based on that adopted by Barnstaple Town Council.</p>	
2A	<p><b>Q &amp; A SESSION WITH PHILIP PARK – VOLUNTARY FOOTPATH OFFICER</b></p> <p>Cllr MW introduced the VFO to the Traffic Transport and Footpaths sub-group. Cllr MW asked the VFO how he felt the year had gone.</p> <p>The VFO referred to the work he had completed recently (particularly dealing with brambles and nettles). He said that there had been a problem this year due to the cutting back of blackthorn trees in the previous year (which had been shading the ground of light and discouraging weed growth).</p> <p>The VFO described the work that he has done in Walditch.</p> <p>There was some discussion relating to the drain in Spinners Lane (and its tendency to block and overflow). The VFO said the drain needs clearing regularly.</p> <p>Councillors said they had contacted Dorset Council and that they are awaiting the arrival of a vehicle to take away the mud and silt. The request to Dorset Council also asked for a bigger drain to be considered by Dorset Council. The VFO was of the opinion that the drain should be set at a greater gradient to ensure that the water washes silt and mud away rather than letting it pool and block the drain. Cllr JB said he would try to find time to contact Andy Probets, Floods Officer prior to his holiday.</p> <p>Cllr MW asked the VFO whether current levels of communication between him and the parish councillors were adequate. The VFO said he was happy with the communication however asked if councillors could deal with the Lengthsman directly. Cllr MW agreed this going forward.</p> <p>The VFO referred to a hole that had appeared along Hollow Way, on the high pavement, next to the sign that says ‘to the sea’. The VFO said the hole was deep and dangerous and that he had reported it to Dorset Council. The Clerk said that the parish council should also report it and asked the VFO to send her details.</p>	VFO/ Clerk
3	<p><b>Minutes of Parish Council Meeting – Monday 13th September 2021:</b></p> <p>The Minutes of 13th September having been agreed by email were accepted, and a copy has been posted to the website.</p> <p>Councillors were asked to comment on the <b>Summary of Actions</b>.</p> <ul style="list-style-type: none"> <li>Regarding P/FUL/2021/00150 – applicant should ensure that the ‘soakaway’ is capable of coping with current and future rainfall without affecting dwellings on the opposite side of Walditch Road. Cllr JB intends to speak to the Agent (C G Fry) in due course. Action completed.</li> </ul>	

Ref	Agenda Item	Action
	<ul style="list-style-type: none"> <li>• Regarding External Audit Fee – authorisation to pay. Action completed.</li> <li>• Regarding Parish Council sub-groups (Finance and Funding) <ul style="list-style-type: none"> <li>• £902.58 should be allocated to the purchase of new swings at John Holt Play Area. Action completed.</li> <li>• Regarding Lower Walditch Play Area – limit future purchases of equipment. Action completed.</li> <li>• Obtain quotes for noticeboards that are half and half, one side lockable for parish council notices and the other side open for residents’ use. Action completed.</li> <li>• New Policies Adopted and uploaded to parish council website. Action completed.</li> <li>• Regarding Giant Hogweed – resident contacted, issue resolved.</li> <li>• Regarding New Swings in John Holt – escalate to F&amp;F. Action completed on 27<sup>th</sup> August 2021 – see minutes</li> </ul> </li> </ul> <p><b>Rolled Over Actions:</b></p> <ul style="list-style-type: none"> <li>• Regarding Bridport Energy Efficiency Campaign – see Minutes of 13<sup>th</sup> September 2021, request for financial contributions and / or community volunteers.</li> </ul> <p>Cllr JB understands that Cllr GS would speak with David Pencheon to ascertain whether he would be interested in the volunteering role. Cllr JB referred to online (Zoom) meetings organised by BTC on 30 October on spreading information about Climate Change measures that residents could adopt.</p>	Cllr GS
4	<p><b>Reports from External Organisations:</b></p> <p><b>WATAG</b> – 23<sup>rd</sup> September 2021 via Zoom (see note of meeting from Cllr CA)</p> <p><b>BLAP</b> – 29<sup>th</sup> September 2021 (see note of meeting from Cllr GS) Cllr JB added that Chideock had still received no news on A35 situation)</p> <p><b>BANP/JCC</b> – No current meeting.</p>	
5	<p><b>Planning:</b></p> <p><b>Planning Consultations</b></p> <p>The planning consultation and specified on the agenda were noted.</p> <p><b>Planning Decision Notices</b></p> <p>The Clerk confirmed that she had contacted Dorset Council’s Planning Department on 30<sup>th</sup> September 2021 and asked why the Parish Council is no longer receiving Planning Decision Notices. The explanation is that since the merger of the old Dorset County Council and the districts a new system is used which no longer sends Decision Notices to parish councils.</p>	

Ref	Agenda Item	Action
	<p>The Clerk advised Councillors that they can access all the information they need by accessing the DC portal and using the reference number or address, there is also an 'advanced search' facility if needed.</p> <p>It was agreed that the Meeting's Agenda sub-heading entitled 'Planning Decision Notices' will be removed from future Agendas.</p>	Clerk
6	<p><b>Finance and Budget</b></p> <ul style="list-style-type: none"> <li>● Payments for Approval – 14<sup>th</sup> September 2021 - 11<sup>th</sup> October 2021 <ul style="list-style-type: none"> <li>● Walditch Village Hall Hire</li> <li>● Derek Smith Grasscutting</li> <li>● Dorset Council</li> <li>● PKF Littlejohn</li> <li>● Axminster Printers</li> <li>● Lengthsman (to September 2021)</li> </ul> </li> </ul> <div style="text-align: right; margin-right: 100px;">   Approved ..... </div> <p>The Clerk said that the payments listed had already been paid and had been authorised via email. The invoice cover sheet was signed by the Chairman and handed back to the Clerk.</p> <p>The Clerk's salary for October 2021 was approved as were any expenses.</p> <p>The Bank Balance as of 30<sup>th</sup> September 2021 had been provided to councillors for their perusal, the Bank Statement was signed by the Chairman and handed back to the Clerk.</p> <p>The Cash Flow Forecast up to 30<sup>th</sup> September 2021 had been provided to Councillors for their review.</p>	
7	<p><b>Parish Council Sub-Groups:</b></p> <p>There were no sub-groups</p>	
8	<p><b>Other Parish Matters:</b></p> <p><b>Community Governance Review</b></p> <p>Cllr JB had circulated a draft paper detailing the submission that the parish council will make to Dorset Council, and councillors had a short discussion about this. During the discussion Cllr CA proposed several amendments and circulated a further draft for discussion and consideration. Cllr JB said he is still open to other suggestions from councillors should they wish to contribute.</p> <p>The Clerk confirmed that a letter had been received from the Town Clerk of Bridport Town Council relating to the CGR, the contents were noted.</p>	

Ref	Agenda Item	Action
	<p><b>John Holt Swings – consideration of quotes received</b></p> <p>The Clerk referred to the quotes that she had gathered over preceding weeks and there was further discussion of the request. There was agreement that the play area would be enhanced by the addition of swings for older children, however councillors agreed that a small donation (via fundraising) should be made by any group of residents wishing to become Friends of the play area. It was agreed that up to £3000 could be made available for the swings if the community raised the difference. Cllrs GS and MW to work together to publicise the need for fundraising (speak to neighbours, groups, and other interested parties).</p> <p><b>Parish Noticeboards – consideration of quotes received</b></p> <p>Councillors had a brief look at the emailed quotes provided by the Clerk; however, they were not clear on some of the detail (installation/delivery costs). It was agreed that the Clerk would prepare a detailed table of the various quotes including other costs such as delivery and installation and append photographs of the images to ensure councillors have a full appraisal of the types of noticeboards on offer and their overall costs. The Clerk will produce this document for the November Main Committee meeting.</p> <p><b>Dorset Rights of Way Improvement Plan 2022-2032 - Deadline 31st October</b></p> <p>It was agreed that individual councillors will make their own submissions.</p>	Clerk
9	<p><b>Correspondence:</b></p> <p>The following correspondence was sent during the period and can be found on the council's website <a href="http://www.bothenhamptonwalditchparishcouncil.com">www.bothenhamptonwalditchparishcouncil.com</a></p> <ul style="list-style-type: none"> <li>● Letter to Dorset Councillors regarding Community Governance Review</li> <li>● Letter to James Bennett (Dorset Council) regarding Beech and London Plane trees (TPO's)</li> <li>● Letter to Glenda Willis</li> <li>● Letter to The Hyde regarding trees and footpaths</li> <li>● Letter to Walditch Village Hall Committee</li> <li>● Letter to Mr Allen regarding Community Governance Review</li> </ul>	
10	<p><b>Miscellaneous:</b></p> <p><b>Resignation of Councillor</b></p> <p>The resignation of Councillor Willis was noted.</p> <p><b>Digital Registration of Interests (now held by Dorset Council)</b></p> <p>Councillors confirmed that they had all registered their interests via the Dorset Council system (however the Clerk had not been notified and will contact Dorset Council).</p>	

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11	<b>AOB</b> There were no matters raised.	
	<b>The meeting ended at 9pm</b>	

Date of the next Parish Council Meeting: 8<sup>th</sup> November 2021 @ Walditch Village Hall at 7pm  
 Previous council agenda and minutes can be found on [www.bothenhamptonwalditchparishcouncil.com](http://www.bothenhamptonwalditchparishcouncil.com)

### **SUMMARY OF AGREED ACTIONS – 11<sup>th</sup> October 2021**

Action	Owner	Page
Regarding Hole along Hollow Way on the High Pavement – report to Dorset Council via the DC Portal.	Clerk	2
Regarding Bridport Energy Efficiency Campaign – speak with David Pencheon to ascertain whether he would be interested in the volunteering role	Cllr GS	3
Regarding Planning Decision Notices – Planning Decision Notices’ will be removed from future Agendas.	Clerk	4
Regarding Parish Noticeboards – prepare a detailed table of the various quotes including other costs such as delivery and installation and append photographs of the images to ensure councillors have a full appraisal of the types of noticeboards on offer and their overall costs.	Clerk	5

### **ROLLED OVER ITEMS – 11<sup>th</sup> October 2021**

Action	Owner	Page
None	All	-

### **ITEMS REFERRED TO OSPAS SUB-COMMITTEE – 25<sup>th</sup> October 2021**

Item	Page
None	-

### **ITEMS REFERRED TO TT&F SUB-COMMITTEE – 29<sup>th</sup> October 2021**

Item	Page
None	-

**ITEMS REFERRED TO F&F SUB-COMMITTEE – 29<sup>th</sup> October 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

**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