



Bothenhampton & Walditch
Parish Council since 1886

**MINUTES OF BOTHENHAMPTON & WALDITCH PARISH COUNCIL MEETING
held REMOTELY at 3pm on 8TH JUNE 2020**


| Initials | Present | Initials | Present |
|---|-------------------------|----------|------------------|
| JB | Cllr Jim Basker (Chair) | CA | Cllr Chris Addis |
| AL | Cllr Ann Langridge | KC | Cllr K Clayton |
| MW | Cllr Martin Warne | GSt | Cllr G Styles |
| Also Invited | | TC | Tan Cox (Clerk) |
| Cllr Sarah Williams / Cllr Kelvin Clayton / Cllr Dave Bolwell | | | |

| Ref | Agenda Item | Action |
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| | Declaration of Pecuniary Interests and Eligibility: No Declarations were received | |
| | Apologies: Cllr Chris Dobbs, Cllr Colin Sparkes, Cllr Dave Bolwell, Cllr Sarah Williams, Cllr Gill Smith | |
| | Ratification of New Councillor – Mr Graham Styles The Clerk confirmed that the candidate is qualified to become a Councillor and is not disqualified from being a Councillor as set out in the Local Government Act 1972 s79 and s80. She welcomed Cllr Graham Styles. | |
| 1 | Reports from Dorset Council Councillors: <ul style="list-style-type: none"> ● Cllr Kelvin Clayton attended the meeting and gave an update on Covid-19 arrangements at Dorset Council and the problems and challenges that arose. He confirmed that essential meetings are up and running; area planning and scrutiny committees and Executive Advisory Panels are happening, these being climate change and developing the local plan and he confirmed work is progressing. <p>He provided some information relating to the Homestead Farm development and provided updates including the delay within the Dorset Council Planning inspection team, who are unable to come out to the site to inspect the development due to Covid-19 restrictions. There was some discussion around this and councillors did not understand why an inspection could not take place within the social distancing rules if adequate notice was given to the developers.</p> | |

Minutes agreed: o

.13th July 2020

| Ref | Agenda Item | Action |
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| | <p>Cllr KC confirmed that the building contractor undertaking the work at the site has gone into administration and that another contractor would need to be found to finish the work. Chris Loder MP Conservative member of parliament for West Dorset has also become involved.</p> <p>Cllr JB referred to the purchase of Jellyfields and Bothenhampton Nature Reserves by Bridport Town Council and said progress has not been completed. Cllr KC said he would follow this point up.</p> | |
| 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 11th May 2020: The minutes of 11th May 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> <ul style="list-style-type: none"> ● Regarding Sycamore Avenue, Walditch – Clerk confirmed that she had written again to Dorset Council; this time to Mr A Hollingsworth with no response. There was some discussion about what further steps to take and it was AGREED that the Clerk will write to a Dorset Council councillor (Cllr D Bolwell) with copies to other councillors explaining the situation and the lack of response from Dorset Council. ● Regarding AGAR – online training session with Cllrs MW and GS completed on 15th May 2020. ● Regarding Insurance – When restrictions are eased OSPA (Open Spaces & Play Area sub-committee) will visit each play area and take a stock check of play equipment and reconcile to our insurance cover to ensure the cover is adequate. ● Regarding optimal siting of dog bins – Cllr MW explained that the Footpaths Officer is in the process of doing this. Clerk to place on TT&F sub-committee. ● Regarding Parish Audit Supporting Statement (Asset Register), it was AGREED that the Finance & Funding sub-committee will review the asset register including revising the financial elements and report back to the main committee. ● Regarding CIL money, Cllr JB said that Walditch Village Hall had now asked for a revised quote for double glazed windows and this is awaited. Item to be rolled over. ● Regarding Holy Trinity Old Church, Bothenhampton, the Clerk said this is on the Agenda as Item 8 and can be left until then for discussion. ● Regarding new councillor – Cllr Styles has been appointed. | TC |

| Ref | Agenda Item | Action |
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| 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 – Cllr GS had submitted a written account of the meeting she attended in June 2020 together with the BANP JCC Terms of Reference. She also said that our contribution to the implementation of the various projects would be £500 and the projected overall budget is £5000. There was some discussion around this, and Cllr CA confirmed that a contribution to BANP had not been budgeted for or included in the precept request. It was AGREED that the Finance and Funding sub-committee would further consider this request and report back to the main committee in July. <p>Cllr GSt raised the subject of the various acronyms that are used and what they mean. The Clerk will make sure these are explained in the minutes. See page 8.</p> | |
| 5 | <p>Planning:</p> <p>Planning Consultations</p> <p>The Clerk gave an update to councillors on how the new process to deal with planning applications was going and mentioned that Cllr CS did not appear to understand the changes as he continued to send his ‘one liners’ to her or not to all. However, she reported that the planning portal at Dorset Council has been updated with the corporate view expressed by councillors.</p> <p>It was agreed that Cllr JB would contact Cllr CS and discuss the new way of working with him to ensure that he is aware of it.</p> | Cllr JB |
| 6 | <p>Finance and Budget</p> <ul style="list-style-type: none"> ● Payments for Approval – 14th April to 8th June 2020 <ul style="list-style-type: none"> ● Dorset Council 3rd Party Payments ● Derek Smith Garden Service ● Norris & Fisher (Insurance) ● EFlorist ● Zoom Subscription ● B H Armstrong-Marshall <div style="text-align: center;">  <p>Approved</p> </div> <p>TC said that most of the payments listed had already been paid and had been authorised via email.</p> | |

| Ref | Agenda Item | Action |
|-----|---|--------|
| 6 | <p>Finance and Budget (cont)</p> <p>The Clerk's salary for July 2020 was approved as were any expenses.</p> <p>The Bank Balance as of 31st May 2020 was provided to councillors for their perusal – the Statement was signed by the Chairman and scanned back to the Clerk.</p> <p>Councillors noted the Cash Flow Forecast sent to them previously and the bank balance as of 31st May 2020.</p> <p>The Internal Audit report was provided to councillors and they were happy with it and accepted the findings therein and were also pleased that the Clerk had progressed the recommendations made in the report. The Clerk confirmed that the report would be placed on the website.</p> <p>The AGAR (Annual Governance and Reporting) 2019/20 – SECTION 2 / Page 5 (Accounting Statements) had been prepared by the Clerk and sent to all councillors for their perusal and comment. There was general discussion around the figures and the Chairman confirmed that he would sign the document and scan it to the Clerk in due course.</p> <p>The Clerk raised an issue regarding the 'public right' process, she explained that this is a period of time when members of the public are given the opportunity to look at the council's accounts, she said that because of the Covid-19 outbreak the schedule has been delayed and she needs to find out when the public rights period should begin and end. She will report back via email and formally at the next main committee meeting.</p> <p>The Clerk explained that the SIC (Statement of Internal Control) was a recommendation made within the internal audit report and she had produced a draft and passed it by the internal auditor for his approval, which he had provided. It was AGREED to adopt the Statement of Internal Control and this document will be placed on the website.</p> | |
| 7 | <p>Parish Council Sub-Groups: There were no sub-committees in the period.</p> <p>The dates of the next sub-committee meetings were confirmed and agreed by those present.</p> <p>Cllr JB referred to the progress being made on the footpaths in the local area. There was general discussion on the state of the footpaths and the progress being made by the Volunteer Footpaths Officer and/or the Lengthsman.</p> <p>Cllr MW referred to the 'no cycling' signs that need to be erected at the start and end of Tony's Track. There was general discussion around this and whether formal authority would need to be obtained. It was AGREED that this would be discussed at the TT& F meeting on the 3rd July.</p> | |

| Ref | Agenda Item | Action |
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| 8 | <p>Other Parish Matters:</p> <p>Grant to Holy Trinity Old Church, Bothenhampton Cllr CA explained that the Finance and Funding sub-committee had already considered the various grants made by the parish council and determined whether or not, based on the amount of precept that is received, the parish council could continue to fund each request.</p> <p>He said that the original request from Holy Trinity Church had been refused due to lack of funds, however the churchwarden had made a second request which was now being considered.</p> <p>The Clerk referred to the funding request by St Mary's and said that this was paid in February 2020, which would have been from the previous years' budget, therefore there should be scope in the budget this year for a donation.</p> <p>There was discussion around this and Cllr CA referred to the Cash Flow Forecast and went through the various figures. The Clerk reminded councillors that she had already prepared a list of grant requests expected during the year.</p> <p>Cllr CA asked the Chairman to refer the matter to the F&F for further consideration. This was AGREED.</p> <p>PlayQuest have provided a start date of 20th July, Cllr CA provided councillors with a brief synopsis of the current position, and said that PlayQuest had asked for a down-payment of 30% split 15% (£4500) now and 15% (£4500) on 10th July. It was AGREED that the initial 15% should be paid now (9th June) and the remainder on the 10th July providing that the start date does not change.</p> <p>Walking Bothenhampton and Walditch Footpaths with Volunteer Footpath Officer Cllr MW provided feedback on his walk with the Volunteer Footpath Officer and asked whether any other councillors would be interested. Commencing in Walditch, Cllr JB said he would be interested in accompanying the Volunteer Footpaths Officer and Cllr MW agreed to arrange this. Councillors all expressed their thanks to the Volunteer Footpaths Officer for the excellent work completed so far.</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 Daryl Chambers regarding dog bins | |

| Ref | Agenda Item | Action |
|-----|--|---------|
| 10 | <p>Miscellaneous:</p> <ul style="list-style-type: none"> ● Policy Review <p style="padding-left: 40px;">Review Only</p> <ul style="list-style-type: none"> ● Risk Management Policy ● Complaints Procedure ● Business Continuity ● Code of Conduct ● Community Infrastructure Levy ● Co-option of new Councillor ● Data Protection Policy ● Defibrillator Policy ● Health and Safety Policy ● Standing Orders ● Play Area Maintenance and Inspection Policy ● Financial Regulations <p style="padding-left: 40px;">New Policies</p> <ul style="list-style-type: none"> ● Grievance and Disciplinary Policy ● Equality and Diversity Procedure <p>All Policies were ADOPTED on the 8th June 2020 and will be placed onto the website</p> <ul style="list-style-type: none"> ● Parish Council Plan <p>Cllr JB referred to the work of the working group (JB/AL/GS/MW) which had met on 21st May 2020 – Cllr AL has looked at the 2011 census and produced some analysis to help shape the parish council’s priorities. Cllr AL will share the analysis with other councillors. There was general discussion around the direction of the plan and what it should consist of. It was AGREED that a further meeting of the working group should be convened, and this was planned for the 25th June 2020 at 10.30am.</p> | Cllr AL |
| 11 | <p>AOB</p> <p>Playdale</p> <p>Cllr JB referred to the work that Playdale was contracted to complete at John Gundry Play Area and said that no work had yet been completed. Cllr CA said that Playdale had been paid prior to the lockdown and that a letter should be written to them requesting a start date.</p> <p>Cllr GSt provided an update on Cllr CD.</p> | TC |

| Ref | Agenda Item | Action |
|-----|---|--------|
| | <p>Jellyfields & Bothenhampton Nature Reserves</p> <p>A survey of residents who may use the nature reserves has been undertaken by BTC and David Dixon (BTC) has produced a summary of residents' preferences. Cllr JB confirmed that most residents' views can be accommodated. A working party will meet on the 18th June to work up the priorities for the future.</p> | |
| | Items for next Agenda: | |
| | The meeting ended at 4.30 pm | |

Date of the next Parish Council Meeting: 13th July 2020 @ via Zoom

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

SUMMARY OF AGREED ACTIONS – 8th June 2020

| Action | Owner | Page |
|---|---------|------|
| Regarding Sycamore Avenue, Walditch, Clerk to write a follow up letter to Dorset Councillors. | TC | 2 |
| Regarding Planning, contact Cllr CS to explain new system. | Cllr JB | 3 |
| Regarding Census results, send analysis to other councillors on working group. | Cllr AL | 6 |
| Regarding Playdale, contact company to secure a start date. | TC | 6 |

ROLLED OVER ITEM – 8th June 2020

| Action | Owner | Page |
|--|---------------------|------|
| Regarding CIL money, Cllr JB said that Walditch Village Hall had now asked for a second quote for double glazed windows and this is awaited. | Cllrs JB & CA | 2 |

ITEMS REFERRED TO OSPA SUB-COMMITTEE – 29th JUNE 2020

| 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 – 3rd JULY 2020

| Item | Page |
|---|------|
| Regarding siting of dog bins | 2 |
| Regarding 'no cycling' signs to be erected at the start and end of Tony's Track | 4 |

ITEMS REFERRED TO F&F SUB-COMMITTEE

| Item | Page |
|---|------|
| Regarding Parish Audit Supporting Statement (Asset Register) review the asset register including revising the financial elements and report back to the main committee. | 2 |
| Regarding BANP/JCC financial contribution of £500 | 3 |
| Regarding Grant to Holy Trinity Old Church, Bothenhampton | 5 |

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 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.