

# MINUTES OF THE BOTHENHAMPTON & WALDITCH PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL, WALDITCH ON MONDAY 10 JUNE 2013

Present: Bob Dennis (Chair), Alan Stenning (Vice Chair), Ed Hanson, Pennie Jones, & Elizabeth Welch.

In attendance: Chris Dobbs (Clerk).

## 13. DECLARATION OF INTEREST.

1.1 - 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 a friend, relative or close associate, the member concerned shall disclose the nature of the interest and withdraw from the meeting.

## 14. APOLOGIES.

2.1 There were apologies from Colin Sparkes, David Tett, David Stubbs, & Karl

## 15. MINUTES OF THE PREVIOUS MEETING.

The Minutes of the previous Meeting of Bothenhampton and Walditch Parish Council held on Monday 13 May 2013, were accepted as true records and duly signed by the Chairman.

## 16. MATTERS ARISING.

4.1- May 2013 - 1 to 12, June - 13 to 24, July - 25 to 36, August - no Meeting, September - 37 to 48, October - 49 to 60, November - 61 to 72, December - no Meeting, January 2014 - 73 to 84, February 2014 - 85 to 96, March 2014 - 97 to 108, & April 2014 - 109 to 120. This is following the advice of the Internal Auditor and creates a unique set of Minutes for each month in the year.

## 17. DEMOCRATIC HALF HOUR.

At 7.02 p.m. the Meeting was adjourned to enable members of the public to air their view on matters of local interest. At 7.06 p.m. the Meeting re-convened to complete the Council's agenda, there being no further matters raised.

n.b. - There were 0 members of the public present at the Meeting -

## 18. REPORT BY WDDC COUNCILLOR FOR BOTHENHAMPTON.

David Tett has given Apologies for this Meeting -

## 19. REPORT BY WDDC COUNCILLOR FOR WALDITCH

Mark Roberts - Full WDDC Local Plan Approved - reported that lots of amendments e.g. Cycle Way from Maiden Newton to Bridport is causing controversy -  
Vearse farm -740 houses over next 20 years  
Local Plan to Inspector and nothing as yet is certain -  
Redundant Farm Buildings can now be converted to permanent let rather than holiday homes - but not buildings constructed after 2011 -

## 20. REPORT BY DCC COUNCILLOR - RON COATSWORTH

No detailed Report given -

## 21.\* PLANNING AGENDA for B&WPC Meeting - Monday 10 June 2013

a) Applications received from WDDC/DDC -

1/D/13/000589 - 20 Glebe Close - Alterations & loft conversion. Form pitched roof over existing garage - Action - Corporate View to recommend Approval of Planning Consent -

1/D/13/000686 - 42 Crock Lane - Construction of single storey rear extension & formation of vehicular access off Crock lane/onsite parking area - Action - Corporate View to recommend Approval of Planning Consent -

1/D/13/000687 - Blossoms, Quarry Lane - Erect two additional wooden outbuildings to - Action - Corporate View to recommend Objection as Overdevelopment of site -

1/D/13/000712 - 9 Marsh Gate - Extension & alterations - Action - Corporate View to recommend Approval of Planning Consent -

b) Decisions by WDDC/DCC etc

1/D/13/000203 - Blossoms, Quarry Lane - Conversion of outbuildings into holiday let/annex accommodation. Insert dormer windows - Approval -

1/D/13/000393 - 108 Crock lane - Single storey extension - Approval -

1/D/13/000473 - Riddon Green, Westown - Erect rear Orangery - Approval -

## 22.FINANCE AGENDA - B&WPC MEETING - Monday 10 June 2013

Receipts - VAT Refund - £1298.69

i) Statement of Current Account as at 31 May 2013 - £18,224.02

ii) Accounts for Payment

Less outstanding cheques as listed :

Cheque £

1291 - DAPTC - HMRC Update - 25.00

1292 - Bothenhampton Village Hall 12.00

1293 \_ McAfee - Total Protection(C T Dobbs) - 32.95

1294 - Clerk's Expenses - March/April/May 2013 - 51.00

1295 - Clerk's May 2013 Salary - 379.08

1296 - Accounts & Audit Services Ltd - 216.00

1297 - Playsafety Limited - Annual Inspection of Play Areas - 163.20

1298 - David Landscapes - Grass cutting - 540.10

Total £1419.33

Balance £16804.69

Proposed for payment by Pennie Jones, seconded by Elizabeth Welch, and carried by all Parish Councillors present.

### 23. \* PARISH MATTERS - for B&WPC Meeting - Monday 10 June 2013 .

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

23.1 - Playground Equipment for the John Holt Play Area is in need of review, to include bench facilities - Site meeting arranged for Thursday 25 April at 10.00 - Pennie/Chris to attend - Action needed to arrange Annual Inspection of Play Areas - to carry out Risk Assessment - Action at Meeting - Pennie agreed to carry out Risk Assessment, and Members agreed for Annual Inspection of Play Areas to be carried out by approved contractor - Action at 10/6/13 Meeting - Risk Assessment to be recommended for Review by July 2013 Meeting - Action - Copy of Risk Assessment Policy to Pennie

23.2 - Cedar Tree in Valley View Amenity Area - Clerk was instructed to obtain estimates for felling lower branches of Cedar Tree - it was suggested by members present that the owner of 7 Howard Close should be informed of decision - Action - to consider estimate & discuss matter at Meeting - Action at Meeting - PC requested that Clerk write to owner of 7 Howard Close to indicate that the PC will pay 50% of costs to reduce crown - Action - Clerk indicated that he had sent letter, and had a response from the owner querying the request for half payment. The owner was assured in writing that B&WPC were solely responsible for any maintenance costs. The PC considered that as the tree was reported as being safe, a further review would be carried out later in the year.

23.3 - Funding for recreation in Bothenhampton - As there were no Bothenhampton Parish Councillors present, the matter was postponed to the next meeting - Action at Meeting - PC suggested that a Stall could be manned at Bothenhampton Village Fete to advertise the WDDC Funding and how it should be allocated.-

23.4 - Casual Vacancy for Parish Councillor in Bothenhampton - Action -PC were informed of the Casual Vacancy - Action at Meeting - also to advertise on PC Village Fete Stall - Saturday 20 July 2013 -

23.5 - Lengthsman's duties for June 2013 -

Bothenhampton - to include - to remove fallen logs on Muddy Lane bank, cut down overhang over path in Hollow Way -

Walditch - remove weeds in John Gundry Play Area equipment site -

23.6 - Annual Audit 2013 - Internal Audit - PC to monitor - Action at Meeting - for a member of the PC to be appointed to scrutinize End of Year procedures with Clerk - Action at Meeting - Clerk advised to request that PC Elizabeth Welch scrutinize End of Year procedures - Accounts presently with Internal Auditor - Action for 10/6/13 Meeting - Annual Return Accounting Statements 2012/13, and Annual Governance Statement 2012/13, fully Approved by PC - 23.7 - Back up for Clerk - Action - Pennie Jones agreed to shadow Clerk's weekly workload - Action by Clerk - Need to make proper review of how this can be practically achieved - suggest Diary of Work Practice -

23.8 - Erosion of Bank in Hollow Way - Action - Clerk reported that he had conversation with DCC Highway Maintenance Manager, Martin Hill - Action - understand from DCC that another company now has contract and will be reporting in due course -

23.9 - Grit Bins Bins request - see Democratic half Hour for January 2013 - Action - the PC approved the purchase of two additional Grit Bins - Action at Meeting - Clerk given authority to purchase as DCC have given approval for positioning and filling -

23.10 - Annual Review of Standing Orders & Financial Regulations - Action at 10/6/13 Meeting - to appoint lead Parish Councillor for Reviews to take place by September 2013 - Action -to ask David

Stubbs to carry out task, as he is presently unable to attend Meetings -

23.11 - Hollow Way Bank - dangerous overhang - Action - Clerk has spoken to Martin Hill, and understands that the matter is being investigated - Clerk to update - Action - to be initially auctioned by Lengthsman, and DCC have been requested to consider further Maintenance -

23.12 - Application for Grant towards Maintenance of the Old Churchyard, Bothenhampton - Action - Grant Approved for 2013, with increase of £100 - total Grant of £1100 to be paid at July Meeting -

23.13 - PC agreed not to have a Meeting in August 2013 -

Proposals for the Parish Matters Agenda of the July 2013 Meeting

None -

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

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

24.1 - DAPTC Newsletter Spring 2013 - 2x copies -

24.2 - Open Spaces letter -

24.3 - DAPTC Chief Executive's Circular 4/13 -

24.4 - Local Government Boundary Commission -

24.5 - Letter from Crock lane resident -

24.6 - Parish & Community News -

The next Meeting of the Parish Council will be held at BOTHENHAMPTON VILLAGE HALL, on MONDAY 8 July 2013, commencing at 7 pm.

NB - Apologies from Bob Dennis for 8/7/13 Meeting - There being no further business to discuss, the Meeting closed at 8.12 p.m.

#### MATTERS RAISED IN THE DEMOCRATIC HALF HOUR.

Monday 10 June 2013 -

Alan Stenning reported that a manhole cover had been damaged by a contractor cutting verges adjacent to the tennis courts in Walditch - reported to lengthsman -

Bob Dennis gave the Clerk a letter from Mr Legg re parking and white lines in Crock Lane - Action - Clerk to write to Mr Legg to indicate that DCC had been informed -

Clerk mentioned e mail about overgrown hedge in Crock lane - Action - Clerk to e mail resident to request further information -