



Bothenhampton & Walditch
Parish Council since 1886

**MINUTES OF BOTHENHAMPTON & WALDITCH PARISH COUNCIL MEETING
held WALDITCH VILLAGE HALL at 7pm on 13th SEPTEMBER 2021**

Initials	Councillors	Initials	Councillors
JB	Cllr Jim Basker (Chair)	GW	Cllr Glenda Willis
GS	Cllr Graham Styles	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 M Warne, Cllr C Addis, Cllr E Berry (no Zoom available at VH) Dorset Council - Cllr D Bolwell and Cllr K Clayton	
1	Reports from Dorset Council Councillors: There were no representatives from Dorset Council	
2	Democratic Half Hour: Four Walditch residents were in attendance for this item. Discussions focused on the 'rumour' that Bridport Town Council is planning to take over the role of the Parish Council. Cllr JB confirmed that the rumour is true and that discussions and/or consultations were happening along these lines. The residents were concerned and asked Cllr JB to explain the implications of this, should it happen, and the benefits for the local community. Cllr JB outlined Dorset Council's requirement for a Community Governance Review to be carried out throughout the Dorset County area and provided a summary of what had happened so far between the three other councils affected and Bridport Town Council.	

Minutes agreed on 11th October 2021

Ref	Agenda Item	Action
2	<p>Democratic Half Hour (Cont) :</p> <p>Cllr JB said that it is difficult to be clear about the implications for both residents and the parish council until Bridport Town Council confirms it is pushing ahead with the takeover. We should know more after the 21st September, when the Town Council meets to discuss it.</p> <p>There were discussions around the subject and councillors urged residents to look at the Parish Council website where there is more information, and to access Dorset Council's Community Governance Review portal and leave their comments ahead of the consultation closing date of 28th October 2021.</p>	
2A	<p>Invitation to Bothenhampton Resident:</p> <p>Mr David Pencheon had been invited to attend this meeting but due to the number of councillors absent during September this was deferred to the meeting of 8th November 2021.</p>	
3	<p>Minutes of Parish Council Meeting – Monday 14th June 2021:</p> <p>The Minutes of 14th June 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 Summary of Actions on page 6. As follows:</p> <ul style="list-style-type: none"> • Regarding New Code of Conduct – The Clerk to obtain a copy of the new Code and look at relevant changes -Clerk to book training. The Clerk confirmed that Cllrs Basker and Styles attended CoC training on 29th July. The Clerk also produced an updated CoC has been approved during the meeting – see item 10 below. Action completed. • Regarding Quarry Lane, Bothenhampton – Dorset Council be asked to ensure their portal accepts flags giving greater detail for this lane on the Dorset Explorer map. The Clerk confirmed that she has contacted Dorset Council regarding this. Action completed. • With reference Democratic Half Hour – contact Chideock Clerk and ask for an update on progress on the Chideock bypass campaign and join action via BLAP if appropriate. Clerk contacted Chideock Clerk on 18th June and response has been forwarded to Councillors. Action completed. • With reference Democratic Half Hour – provide an updated 'Councillor Who's Who' for the noticeboards and to add the Clerks telephone number. Action completed. • Regarding dumping of Waste (Hyde / Boscombe), Clerk has followed up as far as possible with Environment Agency. Action completed. 	

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4	<p>Reports from External Organisations:</p> <p>WATAG – no meeting</p> <p>BLAP – next meeting is on 29th September 2021</p> <p>BANP/JCC – Cllr JB confirmed that he had attended the BANP and discussions had concentrated mainly on the issue of funding. Another issue highlighted related to the Energy Efficiency Campaign, which also requested a financial contribution. (This has been raised in item 11 AOB below). Cllr JB also referred to ‘brownfield land’ and the email earlier that day from Bridport Town Council requesting information on brownfield sites. There was general agreement that Bothenhampton and Walditch did not have any.</p> <p>DAPTC – meetings were 14th July 2021 and 2nd September 2021 (Cllr GS said that there was a technical issue preventing him from accessing to the meeting of the 2nd September). Cllr JB said that discussions focused on common problems.</p>	
5	<p>Planning:</p> <p>Planning Consultations</p> <p>The planning consultation and decision notices specified on the Agenda were noted.</p> <p>The Clerk said that most of the planning applications had been dealt with but that the planning application for the Hyde Tennis Court (resurfacing) P/FUL/2021/00150 is still outstanding although Cllr CA had already spoken to the applicant and had inspected the site. Cllr CA had reported that the drive slopes south and west and water runoff goes to the existing French drain on the south side of the drive and the rest into other drains around the club house. Cllr JB said that he is concerned that the BANP Policy D9 – Environmental Performance (applicants are encouraged to design a permeable solution where the area is greater than 5 square metres). Cllr JB said the 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.</p> <p>Planning Appeal Notice</p> <p>APP/D1265/W/20/3265649 Homestead Farm, Main Street, Bothenhampton DT6 4BJ – APPEAL ALLOWED. The Clerk confirmed that there had been no response to the letter dated 29th July 2021.</p>	Cllr JB

Ref	Agenda Item	Action
6	<p>Finance and Budget</p> <ul style="list-style-type: none"> ● Payments for Approval – 13th July 2021 - 13th September 2021 <ul style="list-style-type: none"> ● D P Young (Walditch Windows) ● Derek Smith Grasscutting (June/July/Aug + trees / hedge) ● Bridport Town Council ● C W Herold ● Dorset Council x 3 ● DAPTC Training ● Post Office ● Meeting Expenses ● Print Supplies <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 September 2021 was approved as were any expenses.</p> <p>The Bank Balance as of 31st August 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 31st August 2021 had been provided to Councillors for their review.</p> <p>A Schedule of Section 106 monies that are currently available had been provided to Councillors for their review.</p> <p>The Clerk drew Councillors' attention to the External Auditor's "Notice of conclusion of audit Annual Governance and Accountability Return for the year ended 31st March 2021". The Clerk had already completed the document with the relevant information, and this was handed to Councillors for pinning to noticeboards.</p> <p>The Clerk referred to Section 3 of the AGAR (page 6) and to the external auditor report.</p> <p>The Clerk asked for authorisation to pay the External Audit fee of £360.00</p> <p>IT WAS AGREED that the External Audit fee of £360.00 could be paid.</p>	Clerk

Ref	Agenda Item	Action
7	<p>Parish Council Sub-Groups:</p> <p>Open Spaces and Play Areas Sub-Committee met on the 24th August 2021 and a copy of the sub-committee minutes had been provided to Councillors. The main points to note were:</p> <ul style="list-style-type: none"> ● Nature Reserves - ● Play Areas - ● Trees ● Allotments <p>Finance and Funding Sub-Committee had met twice in the period on the 2nd July 2021 and 27th August 2021. The main points to note were:</p> <ul style="list-style-type: none"> ● Lower Walditch Play Area – Request for further equipment and additional S16 monies of £902.58 and a recommendation that the Main Committee decide how the remaining £902.58 to be allocated. Furthermore, a request that we should consider the longer-term implications of additional play equipment in terms of maintenance and insurance. The Clerk has established that the additional equipment installed by the LWPA Committee, with an approximate value of £8,000 will add another £34.67 per annum to the Parish Council’s insurance premium. ● A recommendation that the Clerk cancels the Zoom subscription on the 1st May 2022 ● The Clerk to obtain quotes for 4 replacement noticeboards for Bothenhampton and Walditch. There was discussion around this as the Clerk has already spent a considerable amount of time obtaining quotes for noticeboards similar to the one sited in Walditch (by the telephone box). Cllr JB said this was not the type required. ● Cllr GW has been co-opted onto the sub-committee <p>IT WAS AGREED that £902.58 should be allocated to the purchase of new swings at John Holt Play Area. (see also AOB).</p> <p>IT WAS AGREED to limit future purchases of equipment by LWPA due to the increases in insurance premium and ongoing maintenance.</p> <p>IT WAS AGREED to ‘roll over’ the Zoom subscription issue until Jan 2022 when the parish council will have a clearer understanding of its needs / whether further lockdowns require the use of Zoom.</p> <p>IT WAS AGREED that the Clerk should look for noticeboards that are half and half, one side lockable for parish council notices and the other side open for residents’ use.</p>	Clerk

Ref	Agenda Item	Action
	<p>Parish Council Sub-Groups (Cont):</p> <p>Traffic and Transport & Footpaths Sub-Committee had met twice in the period on the 2nd July 2021 and 27th August 2021. The main points to note were:</p> <ul style="list-style-type: none"> ● Volunteer Footpaths Officer ● Lengthsman ● 20mph speed limits ● Road verges ● Tony's Track ● Hollow Way ● Lower Walditch Lane 	
8	<p>Other Parish Matters:</p> <p>Community Governance Review</p> <p>Following on from the Democratic Half Hour discussions with residents, councillors discussed the confidential draft report received from Bridport Town Council, including the language and assumptions made in the report and the options for changing parish council boundaries. Cllr GS pointed out the Report's contradictions to the Bridport Town Council's BANP in terms of protecting individual parish boundaries and a 'sense of place and identity' within the villages.</p> <p>The Clerk expressed her disappointment that Cllr JB was unwilling to consider the option of producing and distributing a leaflet dedicated solely to Bothenhampton and Walditch Parish Council highlighting its work and achievements and the possible implications for residents if the parish council should be abolished. The Clerk said that if we were to do this, it would not preclude us from producing a joint leaflet with the other three councils. The Clerk emphasised the lapse of time that had passed (six weeks had passed) with nothing having been produced notifying residents of this situation.</p> <p>Cllr JB was adamant that a joint leaflet only is the way ahead and that this should be produced after consultation with the other 3 parish councils involved.</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 Dorset Council Environmental Health / AONB regarding dumping of waste on AONB land between the Hyde and Bonscombe ● Letter to Bridport Town Council regarding BANP Annual Monitoring Report ● Letter to Dorset Council regarding outstanding portal requests ● Letter to Dorset Council regarding Homestead Farm Appeal ● Letter to Dorset Council regarding speed limits/zones in villages ● Letter to Playdale regarding John Gundry Play Area ● FU Letter to Dorset Council regarding speed limits/zones in villages 	

Ref	Agenda Item	Action
10	<p>Miscellaneous:</p> <ul style="list-style-type: none"> ● Policy Review <ul style="list-style-type: none"> - Statement of Internal Control - Business Continuity – Cover for Clerk - Code of Conduct - Procedure for Planning Applications <p>IT WAS AGREED that the four policies above should be adopted and the Clerk will upload onto the website.</p> <ul style="list-style-type: none"> ● Members Allowances – Recommendations of the Dorset Parish Independent Remuneration Panel. There was general agreement that this matter had been dealt with via email, and that in the main, parish councillors would not claim an allowance. 	Clerk
11	<p>AOB</p> <ul style="list-style-type: none"> ● Energy Efficiency Campaign <p>Cllr JB highlighted the request for contributions received from Bridport Town Council and said that funding was being requested for one project in October 2021. The aim of the energy campaign is to pilot means of supporting Bridport households in making radical reductions in home carbon emissions.</p> <p>Bridport Town Council has agreed to contribute £10,000 toward delivery of the energy efficiency campaign – contributions from BANP Parishes will enable more community volunteers to be involved and for funding to roll over beyond this first 6-month pilot project.</p> <p>As an alternative to providing a core funding contribution to the energy efficiency campaign Parishes could identify and support the involvement of local community volunteers in various aspects of the campaign – Cllr JB said it is likely that volunteers could be found within the parish to help with this. Councillors requested this item to be rolled over.</p> <ul style="list-style-type: none"> ● Giant Hogweed <p>The Clerk drew attention to an email received from Janet Shaw Shaw dated 13th September 2021 regarding suspected Giant Hogweed in Bothenhampton along roadside verge near the Bothenhampton Men's Club, beside a path regularly used by walkers. The Clerk had only just received the email and undertook to forward to councillors. Cllrs agreed that should Giant Hogweed be found they would ask the VFO to deal with it.</p> <ul style="list-style-type: none"> ● Alert Leaflet <p>The Clerk had produced a leaflet following work carried out by Cllrs Addis and Berry. Cllr GW referred to the leaflet and there was brief discussion on its content.</p>	VFO

Ref	Agenda Item	Action
11	<p>AOB</p> <ul style="list-style-type: none"> • New Swings at John Holt Play Area <p>Cllr GS referred to the request from two residents (aged 7) for swings for older children in the play area. There was discussion around this, and the Clerk confirmed that she had obtained three quotes for this to proceed. Councillors agreed that funding is an issue and unlike the other two play areas, John Holt does not yet have any 'friends' or 'residents committee' to help with this.</p> <p>IT WAS AGREED that the parish council should fully fund the purchase of new swings for the John Holt Play Area using the remaining S106 money and CIL monies as necessary. The Clerk agreed to place onto the Finance and Funding sub-committee for information.</p>	Clerk
	The meeting ended at 9.15pm	

Date of the next Parish Council Meeting: 11th October 2021 @ Bothenhampton Village Hall
Previous council agenda and minutes can be found on www.bothenhamptonwalditchparishcouncil.com

SUMMARY OF AGREED ACTIONS – 13th September 2021

Action	Owner	Page
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.	Cllr JB	3
Regarding External Audit Fee – authorisation to pay	Clerk	4
Regarding Parish Council sub-groups (Finance and Funding)		5
<p>IT WAS AGREED that £902.58 should be allocated to the purchase of new swings at John Holt Play Area.</p> <p>IT WAS AGREED to limit future purchases of equipment by LWPA due to the increases in insurance premium and ongoing maintenance.</p> <p>IT WAS AGREED to 'roll over' the Zoom subscription issue until Jan 2022 when the parish council will have a clearer understanding of its needs / whether further lockdowns require the use of Zoom.</p> <p>IT WAS AGREED that the Clerk should look for noticeboards that are half and half, one side lockable for parish council notices and the other side open for residents' use.</p>	Clerk	
Regarding Policies - IT WAS AGREED to adopt the four policies and upload to website	Clerk	7

Action (Cont)	Owner	Page
Regarding Giant Hogweed – should this be found Councillors to ask the VFO to deal with it.	Cllr GS	7
Regarding New Swings in John Holt Play Area – place onto Finance and Funding agenda.	Clerk	8

ROLLED OVER ITEMS – 13th September 2021

Action	Owner	Page
Regarding Zoom subscription - the parish council will have a clearer understanding of its needs / whether further lockdowns require the use of Zoom. Place on Jan 2022 agenda.	All	5
Regarding Energy Efficiency Campaign – see Minutes of 13 th September 2021, request for financial contributions and / or community volunteers.	All	7

ITEMS REFERRED TO OSPA SUB-COMMITTEE – 25th October 2021

Item	Page
None	3

ITEMS REFERRED TO TT&F SUB-COMMITTEE – 29th October 2021

Item	Page
None	

ITEMS REFERRED TO F&F SUB-COMMITTEE – 29th October 2021

Item	Page
The parish council should fully fund the purchase of new swings for the John Holt Play Area using the remaining S106 money and CIL monies as necessary.	8

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 –Deputy – Cllr Graham Styles

BANP – Cllr Jim Basker

Misc

VFO - Volunteer Footpath Officer