



Bothenhampton & Walditch
Parish Council since 1886

**MINUTES OF BOTHENHAMPTON & WALDITCH PARISH COUNCIL
MAIN COMMITTEE MEETING AND ANNUAL MEETING
Held remotely at 6.30pm on 26th April 2021**

Initials	Present	Initials	Present
JB	Cllr Jim Basker (Chair)	GS	Cllr Graham Styles (Vice Chair)
CA	Cllr Chris Addis	MW	Cllr Martin Warne
EB	Cllr Edward Berry	TC	Tan Cox (Clerk)


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

(Note: the meeting was moved from the 10th May to 26th April after considering the advice of the external auditors to hold the Annual Meeting before the 7th May 2021 in order that the decisions made in the meeting remain lawful. At the time of writing, virtual meetings are not permitted after 7th May 2021).

Ref	Agenda Item	Action
	Declaration of Pecuniary Interests and Eligibility: No Declarations were received	
	Election of Chairman and Vice Chairman: There were no nominations for Chair or Vice Chair. IT WAS AGREED that the existing appointments will remain.	
	Apologies: All Dorset Council councillors were absent and had sent apologies due to Dorset Council Planning Committee	
	Outgoing Chairman's Report A report from the Parish Council Chairman on the Council's activities and achievements in the year was read to all present. This report can be found on the website.	

Minutes agreed on 14th June 2021

Ref	Agenda Item	Action
1	<p>Reports from Dorset Council Councillors:</p> <p>None present.</p> <p>Cllr Bolwell had previously sent an email regarding the tree issues in Walditch:</p> <p>“the replanting of trees issue has been suffering due to lack of staff. It has now been allocated to a recently employed Officer who is aware of the lengthy delay. I will forward you the email that refers”</p> <p>The Clerk is awaiting the email.</p>	
2	<p>Democratic Half Hour:</p> <p>There were no items for discussion.</p>	
3	<p>Minutes of Parish Council Meeting – Monday 12th April 2021:</p> <p>The Minutes of 12th April 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 8. As follows:</p> <p>Regarding Grant to CAB – Action completed.</p> <p>Regarding Parish Plan – Action completed, see Item 10 below.</p> <p>Regarding Email from Chris Loder MP regarding Dorset National Park – Action completed.</p> <p>Regarding disturbance in Bothenhampton Nature Reserve – Action completed.</p> <p>Regarding adhesive stickers and QR Code – Both actions completed.</p> <p>Regarding Lower Walditch Play Area / wobbly pillar – contact PlayQuest – Action completed but issue is ongoing and being monitored by the Clerk.</p>	
4	<p>Reports from External Organisations:</p> <p>WATAG – there has been no WATAG meeting.</p> <p>BLAP – next meeting date is 5th May.</p> <p>BANP/JCC – scheduled June 2021.</p>	
5	<p>Planning:</p> <p>Planning Consultations</p> <p>There were no planning consultation and decision notices in the period however an Appeal A/WD/D/19/003186 HOMESTEAD FARM, BOTHENHAMPTON, DT6 4BJ was received. There was brief discussion around this, and the letter written to the CEO of Dorset Council.</p>	

Ref	Agenda Item	Action
6	<p>Finance and Budget</p> <ul style="list-style-type: none"> ● Payments for Approval – 13th April 2021 – 26th April 2021 <ul style="list-style-type: none"> ● Citizens Advice Bureau ● Dorset Council <div style="text-align: right; margin-right: 100px;">  Approved </div> <p>The Clerk said that the payments listed had already been paid (CAB authorised at previous meeting). The invoice cover sheet was signed by the Chairman and scanned back to the Clerk.</p> <p>The Clerk’s salary for May 2021 was approved as were any expenses.</p> <p>The Bank Balance as of 20th April 2021 was provided to councillors for their perusal, the Bank Statement was signed by the Chairman and scanned back to the Clerk.</p> <p>Councillors were asked to refer to the year-end Cash Flow Forecast sent on 12th April 2021, this had been reviewed in the previous meeting.</p> <p>Internal Audit Report Councillors had been sent the Internal Audit Report produced by the internal auditor after his review of the internal control processes and systems, this is set out on an excel spreadsheet and was reviewed and discussed by Councillors. The internal auditor had also completed the Annual Internal Audit Report AGAR (Part 3/Page 3) 2020/21 – this was reviewed and discussed by Councillors.</p> <p>AGAR Annual Governance and Accountability Return Councillors had been sent the AGAR Annual Governance and Accountability Return (Part 3, Section 1 (page 4)), Annual Governance Statement 2020/21 for their review and approval.</p> <p>THE AGAR ANNUAL GOVERNANCE ACCOUNTABILITY RETURN AND AGAR INTERNAL AUDIT REPORT - Parts 3, pages 3 and 4 were APPROVED.</p>	
7	<p><u>PARISH COUNCIL SUB-GROUPS</u> – for information only</p> <p>None</p>	

Ref	Agenda Item	Action
8	<p>Other Parish Matters:</p> <p>A request for financial assistance had been received from Axe Valley and West Dorset Ring and Ride. It was noted that the current use of this service is unknown, but that the Parish Plan Policy A3 is to support those who need to visit hospital who have no car.</p> <p>Cllr MW asked that the matter be referred to the Transport, Traffic and Footpaths sub-group. The Clerk agreed to add as an AOB item.</p> <p>IT WAS AGREED that a donation similar to last year be provided to the Axe Valley and west Dorset Ring and Ride.</p>	<p>Clerk</p> <p>Clerk</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"> ● Emails regarding remote working cut-off date to C Loder MP and Dorset Councillors ● Email to Bradpole Parish Council regarding defibrillators ● Emails regarding WWII wood carvings at the Hyde ● Letter to C Loder MP regarding Dorset National Park ● Letter to R Pikesley regarding disturbance in Bothenhampton Nature Reserve + follow up emails with BTC and DC ● Declarations of Office and Register of Interests ● Email to Internal Auditor finalising internal audit of council finances (follow on emails as necessary) ● Email to Lower Walditch Play Area Group regarding vandalism of picnic table and bench seating ● Letter to Dorset Council Planning / Development Management regarding Planning Appeal A/WD/D/19/003186 Homestead Farm, Main Street, Bothenhampton DT6 4BJ ● Letter to Chief Executive Officer Dorset Council regarding Planning Process / Homestead Farm 	
10	<p>Miscellaneous:</p> <p>Parish Plan</p> <p>The final version of the Parish Plan and its accompanying Action Plan was presented to the full Parish Council for approval.</p> <p>IT WAS AGREED to APPROVE the Parish Plan and Action Plan.</p> <p>Cllr CA expressed an area of concern regarding electric charging points in the parish and said that he could not support it. He felt that there was no environmental benefit, they would be aesthetically negative with few suitable locations in the Parish. Instead, he felt the PC should be lobbying for E-car charging points in adequate quantities at municipal and other appropriate car parks in Bridport.</p>	

Ref	Agenda Item	Action
	<p>The Clerk asked for clarification on which Action Plan should be uploaded to the website as the website version already has an Action Plan appended to it, which is different (in both text and format) to the version produced by the Chair. It was agreed that the Clerk would attempt to fuse the two and will send to Cllr JB and Cllr EB for their approval.</p> <p>Councillor Declarations All Councillors have completed and returned their Register of Members interests and Declaration of Office forms – Clerk to forward to Dorset Council monitoring officer.</p> <p>Venue of Next Meeting We are required to meet in physical format from 7th May 2021. Our next Council Meeting is scheduled for 14th June 2021, Cllr CA has offered his home as a venue for the meeting. Residents who wish to attend could attend via Zoom if required. The website will be updated to reflect this.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
11	<p>AOB Invoice from the Internal Auditor was received on the 26th April and forwarded to councillors the same day, all Councillors agreed the invoice should be paid.</p> <p>Cllr JB has been asked by a resident whether or not the Parish Council would take over responsibility (and repair / replace) a notice board in Walditch (about 5/6 minutes' walk from the official Walditch Parish Council notice board).</p> <p>Cllr JB explained the history of the notice board (it is 35 years old) Cllr CA suggested the item is repaired rather than replaced and that this should be done by a member of the public with a grant from the Parish Council.</p> <p>IT WAS AGREED that a donation of £50 for the repair and renovation of the notice board. Cllr JB to notify the villager of the Parish Council's decision.</p> <p>Advertisement in 'The Bridge': It was agreed to re-advertise in the next issue for new councillors.</p>	<p>Clerk</p> <p>Cllr JB</p>
	The meeting ended at 7.40pm	

Date of the next Parish Council Meeting: 14th June 2021 @ Stoneleigh at 5pm

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

SUMMARY OF AGREED ACTIONS – 26th April 2021

Action	Owner	Page
Regarding Axe Valley and West Dorset Ring and Ride – place on Transport, Traffic and Footpaths sub-group Agenda for discussion on 30 th April. Make donation payment.	Clerk	4
Regarding Parish Plan – fuse together the action plan on new draft and action plan on the website and put to councillors for approval.	Clerk	5
Regarding Councillor Declarations – send to Dorset Council	Clerk	5
Regarding Venue for next meeting – update website	Clerk	5
Regarding Invoice from Internal Auditor – authority to make payment	Clerk	5
Regarding Walditch Notice Board – notify residents of council decision to grant £50 for renovation and repair to the notice board.	Clr JB	5

ROLLED OVER ITEMS – 26th April 2021

Action	Owner	Page
None		

ITEMS REFERRED TO OSPA SUB-COMMITTEE – 10th May 2021 @ 4pm

Item	Page
None	

ITEMS REFERRED TO TT&F SUB-COMMITTEE – 30th April @ 3pm

Item	Page
Axe Valley and West Dorset Ring and Ride	4

ITEMS REFERRED TO F&F SUB-COMMITTEE – 30th April @ 2pm

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

BTC – Bridport Town Council

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