



Bothenhampton & Walditch
Parish Council since 1886

**MINUTES OF BOTHENHAMPTON & WALDITCH PARISH ANNUAL COUNCIL MEETING
held at BOTHENHAMPTON VILLAGE HALL, 6.30pm on 9th MAY 2022**

Initials	Councillors	Initials	Councillors
JB	Cllr Jim Basker (Chair)	GS	Cllr Graham Styles
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	Owner
	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: Cllr E Berry	
	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 - www.bothenhamptonwalditchparishcouncil.com/2021-2022 .	
1	Reports from Dorset Council Councillors: Cllr KC attended the meeting. There was discussion around Dorset Council's Electric Vehicle Charging Strategy and Cllr KC said Dorset Council are keen to hear from parishes.	

Jim Basker

Minutes agreed on 13th June 2022

Ref	Agenda Item	Owner
	<p>Reports from Dorset Council Councillors:</p> <p>There was comment on the difficulty finding sites for charging points within the two villages and the difficulties for charging electric cars for people living along Main Street Bothenhampton with the high pavement.</p> <p>Cllr KC agreed and said that there are many discussions taking place and the strategy is in an early stage with much more work needed. Cllr KC said that Dorset Council is looking for community sites and recommended that we keep an eye on the Dorset Council bulletin for more information about this and how to get involved.</p> <p>Cllr CA asked whether there has been any dialogue with the supermarkets in Bridport and Cllr KC commented that this will be considered along with other providers.</p>	
2	<p>Democratic Half Hour:</p> <p>The owner of 19 SLADES GREEN DT6 4DZ attended the meeting and described his planning application P/HOU/2022/02095 asking whether or not there had been any objections from the Parish Council. Cllrs said that any comments are made via the Dorset Council portal.</p> <p>Mr and Mrs Craddock thanked the parish councillors and the clerk for all their hard work in the year.</p>	
3	<p>Minutes of Parish Council Meeting – Monday 14th March 2022:</p> <p>The Minutes of 14th March 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 of the minutes of 14th March, as follows:</p> <p>Regarding Event on John Holt Play Area for celebrating the Queens Platinum Jubilee – The Clerk confirmed that the Parish Council’s insurers had been notified on 15th March 2022. Action completed.</p> <p>Regarding Democratic Half Hour / 20 Howard Road – advise homeowner to contact Dorset Council directly to request specialist tree surgeon. The Clerk confirmed that she had sent a letter to K Pullen on 17th March 2022. Action completed.</p> <p>Regarding BANP / JCC – the parish council to appoint an alternate councillor to the JCC to deputise in Cllr JB’s absence. Cllr JB confirmed that Cllr MW will deputise for Cllr JB in his absence. Action completed.</p> <p>Regarding CGR – produce B&W PC Notice for distribution to councillors for their input. The Clerk confirmed that a Notice regarding CGR Draft Recommendations was sent to councillors on 16th March. Action completed.</p> <p>Regarding Nature Reserve Signage – Decision taken to await the transfer of the nature reserves before progressing this. Action completed.</p> <p>Regarding Bridport Food Bank – send one-off donation of £200. The Clerk confirmed a donation was made on 15th March 2022. Action completed.</p>	

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4	<p>Reports from External Organisations:</p> <p>WATAG – no meeting.</p> <p>BLAP Liaison – The Liaison Group met on 4th May 2022 and Cllr GS attended. Cllr GS commented that Luke Rake from the Dorset Local Enterprise Partnership gave a briefing on the Scheme which had been set up to attract investment into the area. Although most funds had gone to the larger towns in Dorset there are still monies available for small business investment including the retention of rural village shops and other amenities. Cllr JB commented that it is far too late for us.</p> <p>BANP / JCC – Meeting scheduled for 3rd June 2022.</p>	
5	<p>Planning:</p> <p>Planning Consultations The planning consultation and decision notices specified on the agenda were noted.</p>	
6	<p>Finance and Budget:</p> <p>Payments made from 15th March to 9th May 2022</p> <ul style="list-style-type: none"> • Mystic Signs • Cllrs Basker & Styles (Jubilee Trees) • Bridport Food Bank • Printing & Ink Cartridges • Voucher • Dorset Council • Derek Smith X 2 • The Shed and J Tigg • Bridport Town Council (BLAP & Lengthsman) • CPRE <p style="text-align: right;"><i>Jim Basker</i> Parish Council Chairman</p> <p>The Clerk's salary for May 2022 was approved as were any expenses.</p> <p>The Bank Balance as of 30th April 2022 had been provided to Councillors for their perusal, the Bank Statement was signed by the Chairman and handed to the Clerk.</p> <p>The Clerk confirmed that the payments above had already been paid and had been authorised via email. The invoice cover sheet was signed by the Chairman and handed to the Clerk.</p> <p>The Cash Flow Forecast up to 30th April 2022 was presented to Councillors by Cllr CA who explained the various headings.</p> <p>The Draft Budget for 2022/23 was presented to Councillors by Cllr CA together with an explanation of the amounts.</p>	

Ref	Agenda Item	Action
6	<p>Finance and Budget: (Cont.)</p> <p>The Internal Audit Report produced by the Internal Auditor (Barry Armstrong-Marshall) was reviewed and the recommendations noted.</p> <p>The AGAR Internal Audit Report (Part 3/Page 3) 2021/22) was reviewed. Following on from this the AGAR Annual Governance and Accountability Return (Part 3, Section 1 (page 4)), Annual Governance Statement 2021/22 was reviewed.</p> <p>The Parish Council's Financial Regulations were reviewed as was the the Parish Council's Statement of Internal Control 2021/22.</p> <p>THE FOLLOWING DOCUMENTS WERE APPROVED AND/OR AGREED, AND WHERE APPROPRIATE SIGNED BY THE CHAIRMAN:</p> <ul style="list-style-type: none"> • Bank Statement and Invoice Cover Sheet (signed by the Chairman) • Cash Flow Forecast – approved • Budgets for 2022/23 – approved • Internal Audit Report – agreed and recommendations accepted • AGAR (Part 3/Page 3) 2021/22) (signed by the Internal Auditor). • AGAR Annual Governance and Accountability Return (Part 3, Section 1 (page 4)), Annual Governance Statement 2021/22 (signed by the Chairman and the Clerk) • Financial Regulations were approved (signed by the Chairman) • Statement of Internal Control 2021/22 was adopted (signed by the Chairman) 	
7	<p>Parish Council Sub-Committees:</p> <p>Open Spaces and Play Areas Sub-Committee met on the 5th May 2022. The main points to note were:</p> <ul style="list-style-type: none"> • Cllrs GS and EB to visit Bothenhampton Nature Reserve on 30th May with a view to identifying tasks for possible future work parties. Cllrs GS and EB will also look for suitable places to put 20mph signs. • Both John Holt Play area and the Howard Road Amenity Area have been planted with Jubilee trees and the Clerk is progressing the procurement of suitable plaques. • Redesign of John Gundry Play Area, in particular the replacement of turf/bark with play area surfacing. • Howard Road Amenity Area and the suggestion of a hazel hedge and possible renaming of the area. <p>Minutes of this meeting can be found at: www.bothenhamptonwalditchparishcouncil.com/2021-2022</p>	

Ref	Agenda Item	Action
7	<p>Parish Council Sub-Committees: (Cont.)</p> <p>Traffic, Transport and Footpaths Sub-Committee met on the 22nd April 2022. The main points to note were:</p> <ul style="list-style-type: none"> • Feedback on the work of the Lengthsman • 20s Plenty Campaign and Speed Survey on Crock Lane by Dorset Council • WATAG AGM via Zoom, Cllr MW provided a brief update of the themes covered during the WATAG multi-agency meetings. • 31 & 33 Crock Lane (footpath W5/4 to the south-west of 33 Crock Lane • Howard Road 'slow' signs <p>Minutes of this meeting can be found at: www.bothenhamptonwalditchparishcouncil.com/2021-2022</p>	
8	<p>Other Parish Matters:</p> <ul style="list-style-type: none"> • Jubilee Tree Plaques – John Holt Play area and Howard Road Amenity Area have been planted with Jubilee trees which will form part of the Queen's Platinum Jubilee celebrations in June. Plaques need to be procured prior to the event and the Clerk is progressing this – see OSPA Minutes of 22nd April 2022. • 'Village Green' environmental event 26 March 2022 – Outcomes and bid to Dorset Community Energy Community Fund. Cllr GS reported that the event had been a success, with good participation from both local groups and residents and a fruitful discussion, generating a number of ideas to follow up. The bid (for an on-street bicycle shed) had been unsuccessful, but the idea would continue to be explored. • CGR – Update. Cllr JB reminded councillors that Dorset Council wants comments by 23rd May (on issues which have not already been considered). Cllr JB said that the local community has not had an opportunity to actually vote on the takeover of the councils and that there had been no agreement from this parish council. He made reference to the legislation governing Parish Meetings and that all parties needed to consent for a Parish Council to be set up. Cllr JB to draft a letter for the Clerk to send to Dorset Council. Cllr JB encouraged councillors to respond individually as well. • The Clerk had been sent a communication from Chideock Parish Council regarding the A35 Communities Initiatives. It was agreed that the Clerk should ask for the minutes on a continuing basis. 	<p>Cllr JB / 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"> • Letter to Mrs K Pullen regarding Sycamore Tree overshadowing 20 Howard Road • Letter to Mrs R Ackerman regarding footpath 5/4 to the South West of Crock Lane 	

Ref	Agenda Item	Action
10	<p>AOB:</p> <p>John Gundry Play Area – Although briefly discussed above, the Clerk asked for agreement for Cllr CA to progress the issue and, in particular, to look for alternative surface materials. It was AGREED.</p> <p>Kit box in John Holt Play Area – The Clerk referred to an email received from a resident asking for permission to locate a kit box in the play area. Various questions and concerns were raised by councillors. Cllr GS to provide text for a suggested reply and the Clerk to place onto the OSPA Agenda for discussion in July 2022.</p> <p>Annual Monitoring Report – BANP - The Clerk had forwarded an email from Bradpole Parish Council and Cllr JB commented on its content including the requirement for detailed information on what the council has done during the previous year to address planning applications, environment and other projects, including detail of expenditure. Cllr JB said that he will respond on behalf of the Parish Council.</p> <p>Howard Road Amenity Area – The Clerk had forwarded all councillors a draft consultation leaflet that will be posted through doors in the Howard Road vicinity asking for their views on the planting of a hazel hedge and the possible renaming of the Howard Road Amenity Area to reflect the Queen's Platinum Jubilee. It was AGREED and the Clerk will progress with printing.</p>	<p>Cllr GS</p> <p>Cllr J</p> <p>Clerk</p>
	The meeting ended at 8.15	

Date of the next Parish Council Meeting: 13th June 2022 at Walditch Village Hall, 7pm
 Previous council minutes can be found on www.bothenhamptonwalditchparishcouncil.com

SUMMARY OF AGREED ACTIONS – 9th May 2022

Action	Owner	Page
Regarding CGR Update – draft a letter for the Clerk to send to Dorset Council.	JB / Clerk	5
Regarding A35 Communities Initiatives – Clerk to ask for minutes	Clerk	5
Regarding Kit Box in John Holt Play Area – provide text for appropriate reply	Cllr GS	6
Regarding BANP Annual Monitoring Report – reply to Bradpole Parish Council	Cllr JB	6
Regarding Howard Road Amenity Area – Print leaflet as A5 card	Clerk	6

ROLLED OVER ITEMS – 9th May 2022

Action	Owner	Page
None		

ITEMS REFERRED TO OSPA SUB-COMMITTEE – 25th July 2022

Item	Page
Kit box in John Holt Play Area – The Clerk referred to an email received from a resident asking for permission to locate a kit box in the play area. Various questions and concerns were raised by councillors. Cllr GS to provide text for a suggested reply and the Clerk to place onto the OSPA Agenda for discussion in July 2022.	6

ITEMS REFERRED TO F&F SUB-COMMITTEE – 29th July 2022

Item	Page
None	

ITEMS REFERRED TO TT&F SUB-COMMITTEE – 29th July 2022

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