



Bothenhampton & Walditch
Parish Council since 1886

MINUTES OF BOTHENHAMPTON & WALDITCH PARISH COUNCIL ANNUAL GENERAL MEETING

at BOTHENHAMPTON VILLAGE HALL at 6.30pm on 27th May 2019

Initials	Present	Initials	Present
JB	Cllr Jim Basker (Chair)	MW	Mr Max Watters
CS	Cllr Colin Sparkes (Vice Chair)	CD	Chris Dobbs
AL	Cllr Ann Langridge		
CA	Cllr Chris Addis	TC	Tan Cox (Clerk)
	Also Attended		
SW	Cllr Sarah Williams / Kelvin Clayton (until 7.45pm)		

Ref	Agenda Item	Action
	Declaration of Pecuniary Interests and Eligibility: No Declarations were received	
	Election of Chairman and Vice Chairman: The current Chairman Cllr Robert Dennis has stood down from the Council. The Clerk took this part of the meeting and asked for nominations for both Chairman and Vice Chairman. The Clerk received a nomination from Cllr Jim Basker to stand as Chairman, the nomination was Proposed by Cllr Ann Langridge and Seconded by Cllr Chris Dobbs. There were no other nominations. The Clerk received a nomination from Cllr Ann Langridge to stand as Vice-Chair, the nomination was Proposed by Cllr Jim Basker and Seconded by Cllr Chris Dobbs. There were no other nominations. Cllr Jim Basker and Cllr Ann Langridge have been elected Chairman and Vice-Chair respectively and will serve from this date for a period of 12 months. The relevant Declaration of Office Forms were signed and returned to the Clerk for display on the Council's website.	


Minutes agreed: Chairmanon 10th June 2019

Clerk to Parish Council
Tan Cox

Ref	Agenda Item	Action
	Apologies: Bob Dennis	
1	Outgoing Chairman's Report A report from the previous Parish Council Chairman on the Council's activities and achievements in the year was read to all present.	
2	Democratic half hour: See page 11.	
3	Reports from Dorset Council Councillors Sarah Williams and Kelvin Clayton Cllrs KC and SW came along to introduce themselves to the parish councilors and explained that they are the newly elected councilors for the new Dorset Council. Cllrs KC and SW confirmed that they both sit on the planning committee for the Western and Southern areas and said that they will need to take into account any potential conflict of interest they may have if the council were to be discussing anything controversial in its planning agenda. CD referred to Homestead Farm and explained that it is a controversial matter and it is on the agenda for discussion later. Cllr SW knew about the development and confirmed that Dorset Council has accepted that the height of the building is too high. JB referred to the email from the new Planning Officer (Debbie Reading) addressed to Mr Trevor Pinto (architect) asking him to submit a Section 73 application for Variation of Condition. There was general discussion around the Homestead Farm development. AL asked how often Cllrs KC and SW intended to attend parish council meetings and Cllrs KC and SW said that they would try to attend all meetings and will give apologies where they cannot.	
4	Minutes of Meeting – Monday 8th April 2019: There being no issue with the minutes these were signed and handed to the Clerk. Matters arising from Minutes of 8th April 2019: Councillors were asked to comment on the Summary of Actions on page 7. As follows: Rolled over actions: <ul style="list-style-type: none"> • TC raised the issue of contacts within the new Dorset Council with Cllrs KC and SW and said that she had been asked to find out what the new structures were and key contacts. SW advised her to email her when a new contact is required. • Regarding verge on Lower Walditch Lane – investigate who owns this piece of land before the Parish Council takes further action – action to be rolled over • Regarding WiFi connectivity in Village Halls – neither hall wants this. 	JB

Ref	Agenda Item	Action
	<p>The following actions were dealt with:</p> <ul style="list-style-type: none"> Regarding damage by lorries to Village Green (Walditch) – Blair Turner (DC footways officer) had responded to our letter suggesting a white line be placed at the side of the road where it is narrowest. The Village Hall Committee rejected this. JB suggested a ‘no parking’ sign: this would need to be placed on the churchyard wall. JB agreed with Chris Wellman-Herold (Churchwarden) to seek a faculty from the Church authorities and arrange a sign (up to £200). Regarding Play Area Inspection Reports – John Holt – Most of the items outstanding have been dealt with by Cllr GM prior to the election on 6th May. It was agreed that MW will go and check whether the turf has been replaced and if not, he will contact Ashley Cooper and Nick David for quotes to do the work. Regarding Play Area Inspection Reports - John Gundry – See page 6. Regarding Play Area Inspection Reports - Contract is now in place. CD referred to another contract that the PC has for an annual inspection which will need to be cancelled. CD to provide TC with details. Regarding Noticeboards – Cllr IB had been tasked with securing the notice boards to ensure PC notices remained safe and secure, however IB has been elected to Bridport Town Council and did not complete this work. <p>It was AGREED that the priority notice boards were at Pasture Way and Crown Roundabout and both should be fitted with a locking mechanism that ensured half the board remained locked and only available for PC business. MW agreed to look at this, buy locks and fit them to the notice boards.</p> <p>Jellyfields noticeboard can also be secured in the same way and councillors suggested re-siting it. Walditch noticeboard needs replacing. This item is rolled over.</p> <ul style="list-style-type: none"> Regarding Email from Mr Briggs of 7 Howard Close – See page Regarding various footpaths / footways in Walditch – Roll over 	<p>JB</p> <p>MW</p> <p>CD</p> <p>MW</p> <p>JB</p>
5	<p>Reports from External Organisations:</p> <p>BLAP - CS confirmed that discussion is mainly around the increase in traffic through villages and the consequential rise in noise and pollution. There was discussion around the creation of Dorset Council and the problems people have understanding the structure and who to contact.</p> <p>WATAG JB – confirmed that he had spoken to CS about buses (No 7) and hopes that it is on the Agenda for the next meeting. There was general discussion around the route of the buses.</p> <p>DAPTC AL/JB confirmed that the group is useful to meet people from other councils and to network (playgrounds and other issues). JB referred to the Beaminster play area, which had been funded by the EU at a cost of £93k.</p>	

Ref	Agenda Item	Action
	<p>The representatives on External Groups for the year will be:</p> <p>DAPTC – Cllrs Jim Basker and Ann Langridge</p> <p>BLAP – Cllr Colin Sparkes (Steering and General Meetings)</p> <p>BANP – Cllr Chris Dobbs</p> <p>WATAG – Cllr Jim Basker</p>	
6	<p>Planning:</p> <p>A: PLANNING CONSULTATIONS</p> <ul style="list-style-type: none"> ● WD/D/19/000553 – 24 Glebe Close DT6 4DT – the proposal is to raise the roof to provide extra bedroom space. This development will overlook neighbouring property. The corporate view is to object to this application as it is out of keeping and constitutes overdevelopment. ● WD/D/19/000805 – Silver Mead, Firch Ln, Walditch, DT6 4LQ – The corporate view is to object as it is overdevelopment and within an AOB area. ● WD/D/19/000953 – 1 Nordons, Bridport, DT6 4DU – The corporate view is that the development will fit with the rest of road therefore no objection ● WD/D/19/000963 - 11 Chestnut Road, Bridport, DT6 4JP – The corporate view is to object because the development is on flood plain, CS believes that a decision may already have been made by Dorset Council which did not take into account the flood plain issue. CS to determine whether a decision has yet been made by Dorset Council and will write to the planning officer. ● WD/D/19/001057 – Walnut Cottage, Bothenhampton – application for a log cabin at far end of garden – The corporate view is no objection. <p>B: APPEALS - None</p> <p>C: REFUSALS - None</p> <p>D: APPROVALS</p> <ul style="list-style-type: none"> ● WD/D/19/000052 – 2 Bothen Drive, Bridport – noted. <p>E: COMPLIANCE NOTICE / OTHER</p> <ul style="list-style-type: none"> ● WD/D/19/000963 - 11 Chestnut Road, Bridport, DT6 4JP – relates to an amended plan which CS believes are minor changes. <p>F: DECISION NOTICE</p> <ul style="list-style-type: none"> ● WD/D/19/000542 – 19 Bowhayes, Bridport, DT6 4EB – noted. ● WD/D/19/000436 – Southover, Walditch Road, Walditch – noted. ● WD/D/19/000782 – Homestead Farm, Bothenhampton – noted. <p>G: LETTERS - None</p>	CS

Ref	Agenda Item	Action
7	<p>Finance and Budget</p> <ul style="list-style-type: none"> • Payments for Approval <ul style="list-style-type: none"> • David Landscapes (invoices 982/983) pre-authorised / paid • David Landscapes (invoice 990) • Walditch Village Hall • Bothenhampton Village Hall • DAPTC Councillor Conference • Huck Nets (invoice pre-authorised and paid) • DAPTC Annual Subscription 2019/2020 • Norris & Fisher Insurance • DAPTC Clerks Training • Clerk's Salary - May (payable 31st May 2019 pre-approval) • Clerk Expenses (already advised) <p style="text-align: right;">Approved  Chairman</p> <ul style="list-style-type: none"> • Receipts to Note <ul style="list-style-type: none"> • Precept Received – see bank statement (pre-sent) • Refund received from Western Power - £180.00 • Bank Balance as at 20th May 2019 - £28,253.07 • Other Matters: <ul style="list-style-type: none"> • Internal Audit: <ul style="list-style-type: none"> • The Clerk referred to the Internal Audit report and said that she and CD had worked on the report and had inserted the management responses into the relevant columns. She asked the councilors to look at the report and provide any feedback. JB went through the report and various explanations were provided. The report and the management responses were accepted. TC and CD will be collecting the books and papers next week. • (ref: Nov 2018 minutes 65.12) Clarification of precept figure for 2019/20 – Working Budget – CD explained that the working paper detailing the budget had been placed in the minutes but that it has been mislaid and the auditor asked for this. The precept figure for 2018/19 was provided to the Councillors. • (ref: July 2018 minutes) Clerk Memo - CD informed councilors of the circumstances surrounding this memo and said that the auditor wanted to see the signed version. CD to get the document signed. • AGAR (Annual Governance & Accountability Return) TC said that the document is with the Internal Auditor for her attention and sign off and will be brought back to the PC Committee and signed by Chairman on 10th June. • Annual Financial Statement - noted • Dormant Account - Vital Villages (Nat West Current A/C) AL is looking into releasing the money held in the dormant account. 	

Ref	Agenda Item	Action
8	<p>Play Area Inspection Reports</p> <ul style="list-style-type: none"> • John Gundry Play Area – Walditch (refer Ken Hussey's report) <p>JB brought councilors up to date on the current situation and referred to the report by KH and specifically to the replacement of bark in the play area. JB suggested that DC (Daryl Chambers – Bridport Town Council) be asked to quote on the bark required by John Gundry as the quote from KH is in excess of £5k. AL referred to the new Beaminster Play Park that she visited (new one funded by EU), and said it had grass and rubber matting, she added that this is a cheaper option and the grass would be easy to mow.</p> <p>It was agreed that the PC needs a short / medium term plan for the maintenance and replacement of play equipment in its play areas. CA referred to KH report and to his strategy to repair equipment and replace bark. JB/AL/CA to arrange meeting with DC to gain his opinion regarding bark, equipment and repairs.</p> <ul style="list-style-type: none"> • John Holt Play Area – (refer Ken Hussey's report) <p>MW has visited the play area recently and said that the grass was mowed, and the play area looked nice. MW referred to the 'rocking duck' and said that he will paint it.</p>	<p>JB/AL/ CA</p> <p>MW</p>
9	<p>Other Parish Matters</p> <ul style="list-style-type: none"> • Bothenhampton <ul style="list-style-type: none"> • Homestead Farm – CD mentioned that the planners have advised the architect and client that they need to consider retrospective planning permission. CS referred to a meeting that took place between the planning officer, the clients and Rt Hon Sir Oliver Letwin MP (Housing and Planning). Debbie Reading is the planning officer based at Dorset Council. • Possible Speed Limit on Crock Lane – AL advised that she had spoken to Emma Gumbrill regarding the excessive speed that drivers are using whilst travelling along Crock Lane. AL handed JB a petition that EG had kept which contained many signatures of local residents. The main aim is to get the speed limit reduced from 30mph to 20mph. <p>JB to draft a response to EG and write to the Highways Community Officer.</p> • Walditch <ul style="list-style-type: none"> • Field adjacent to the Cemetery – New Play Area in Walditch (next to Allotments) JB referred to the lease from BTC and the work taking place between BTC (via DC), the local community in Lower Walditch and the PC, and brought councilors up to date with progress so far. JB confirmed that the Lease is for the play area only and should not include the car park as this will be used by allotment holders. 	<p>JB</p>

Ref	Agenda Item	Action
	<p>There was some discussion around the funding for the project and JB confirmed that the PC can only apply for the S106 monies when they have the paperwork ready to do so, he said that the Lease from BTC is still awaited. JB informed councillors that he had written to the Salisbury Diocese to enquire about the ownership of the land and the Diocese had sent him a map that confirms that all the land belongs to BTC.</p> <p>CA advised councillors to establish exactly what the costs are before entering into any arrangement.</p> <p>JB asked Councillors to approve the new development and to contribute to its cost using S106 monies.</p> <p>It was AGREED that the S106 money should be spent on play equipment for the new play area.</p> <p>There was further discussion around the name of the play area. It had been noted that when representatives from the community attended the Democratic Half Hour earlier in the meeting, they had been keen to establish a name for the play area in order for them to press ahead with funding options.</p> <p>JB explained that the new play park is in Gundry Road, and that the PC already has a play area called 'John Gundry Play Area' and therefore another name is needed.</p> <p>Councillors suggested that the community come up with a name and, if they are unable to do this, to adopt the name 'Lower Walditch Play Area' as the default name.</p> <ul style="list-style-type: none"> ● Parking in Walditch – formal thanks were given to councilors from residents of Upper Walditch for help resolving the long-standing parking problems. ● Tree to the rear of 7 Howard Close, Walditch DT6 4SR – JB and AL have visited 7 Howard Close to view and discuss the tree in question. It was found that there are several trees subject to a collective TPO and in need of work and this work would need to be done in due course. The tree causing problems has a TPO on it and because of this the Tree Officer based at Dorset Council would need to be contacted and permission obtained to carry out pruning. TC has already written to the Tree Officer and received no response – a reminder has been sent. It should be noted that the residents (Mr and Mrs Briggs) will fund the pruning of the tree once permission has been received. <p>JB to send letter to Mr Briggs stating:</p> <ul style="list-style-type: none"> ● that the parish council has no objection to him applying for planning permission to have the branches which overhang his garden removed and then him pruning them once permission has been received. ● that we are following up with the Dorset Council tree officer for pruning/ shaping the whole group of trees on the site. ● The total cost would be cheaper if the branches overhanging 7 Howard Close were removed as part of the full pruning exercise. If [Mr and Mrs Briggs] don't want to wait to see if this would be the case, then they can go ahead themselves. 	CD

Ref	Agenda Item	Action
	<p>It was AGREED that CD would telephone the Tree Officer at Dorset Council to find out the situation regarding the group of trees. In particular:</p> <ul style="list-style-type: none"> a) does the parish council need to apply for planning permission to remove dead branches, and b) would a site visit (by the Tree Officer) be worthwhile to advise on the best course of action for this group of trees (e.g. danger to the public of fallen branches, safety of the swing erected there etc), if so CD to arrange date and time. <p>CD should report back to this Committee on 10th June.</p>	
10	<p>Correspondence</p> <ul style="list-style-type: none"> • Bothenhampton VH – letter from Shaz Murfin <p>A letter has been received from Mrs Murfin regarding the lack of Bothenhampton village events on the PC website. TC explained to councilors that she had contacted the Village Hall Committee several times to ask if they wanted to take advantage of the PC website. TC referred to the existing Bothenhampton.gov website. AL said that the Google search engine brings the PC website up to near the top of the list and is therefore being used by the local community.</p>	
	<p>It was AGREED that AL ask any event organiser to email the Clerk with details of their event including text and pictures. JB will draft a response to SM. MW advised that he is seeing the Chairman of the Village Hall next week and will speak to him about it.</p> <ul style="list-style-type: none"> • DAPTC Information Form – May 2019 + Rep returns to DAPTC head office <p>JB advised councilors that the information form has been returned to DAPTC.</p>	<p>AL JB MW</p>
11	<p>Parish Council Website Sub-Group:</p> <ul style="list-style-type: none"> • TC referred to the Village Hall website and how this did not signpost the new B&WPC website. There was discussion around how to ensure the community is aware of the website. • JB referred to the leaflet idea – TC showed councilors the rough draft that she had prepared. <ul style="list-style-type: none"> • JB to speak to Max Riddington with a view to redesigning the leaflet including the front and reverse information. • JB to arrange for a quantity of leaflets to be printed off • TC to contact C W-H to ask if the information could go into the Bridge. • JB/AL/CA to hand deliver leaflets to residents in Lower Walditch and in Valley Lane, Bothenhampton <p>It was AGREED to fund the cost of design and printing.</p> <p>AL asked about the electoral registrar and being able to use this to determine which properties should be provided with a leaflet. CD said that he had a copy and produced this for councillors.</p>	<p>JB</p> <p>JB TC JB/CA/ AL</p>

Ref	Agenda Item	Action
12	<p>Miscellaneous:</p> <p>Councillor training JB advised councillors of the training courses being provided by DAPTC and referred in particular, to the Planning Course. TC confirmed that AL/CA and JB were booked onto the course and asked whether any other councilors would like to attend. Both CS and CD would like to attend. TC to book training.</p> <p>Councillor Co-option TC referred to the Co-option Policy and advised that when delivering leaflets if councilors are asked for details of the requirements surrounding eligibility to become a Councillor that they should refer to the policy.</p> <p>Change in Insurers TC said that all councilors had been emailed the details around this and the inclusion in the Agenda is for information only. There is a saving of £170 by moving insurers.</p>	TC
12A	<p>Policies:</p> <p>Defibrillator Policy Councillors agreed the Defibrillator Policy and this will be kept on the website with the other PC policies.</p>	
13	<p>AOB:</p> <p>Notice Boards See page 3</p> <p>Arnold Baker Clerk / Councillor Resource Book AL/JB referred to the above book and TC said that she would look at the cheapest option for purchase and report to the committee on the 10th June.</p> <p>Book Box - Bothenhampton AL referred to the book box in Bothenhampton and to the need for it to be repainted. CA said that he had recently repainted the book box in Walditch and would pass on details of the supplier of the paint.</p>	TC CA/AL
	<p>Items for next Agenda:</p> <p>Phone Box in Bothenhampton Arnold Baker Resource Book Footpath Bonscombe – contact Mr Gough Progress on new play area (Lower Walditch) Goal posts at Bothenhampton (John Holt) Notice boards</p>	
	The meeting ended at 9.30pm	

Date of the next Parish Council Meeting: 10th June 2019 @ 7pm Walditch Village Hall

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

SUMMARY OF ROLLED OVER ACTIONS

Action	Owner	Page Ref
Regarding verge on Lower Walditch Lane – investigate who owns this piece of land before the Parish Council takes further action.	JB	2
Regarding Noticeboards - Jellyfields noticeboard can also be secured in the same way and councillors suggested re-siting it. Walditch noticeboard needs replacing.	?	3
Regarding various footpaths / footways in Walditch.	JB	3

SUMMARY OF AGREED ACTIONS

Action	Owner	Page Ref
Regarding damage by lorries to village green – Walditch - seek a faculty from the Church authorities and arrange a sign (up to £200).	JB	3
Regarding Play Area Inspection Reports – John Holt – check whether the turf has been replaced and if not, contact Ashley Cooper and Nick David for quotes to do the work	MW	3
Regarding Play Area Inspection Reports – cancel annual inspection contract – CD to provide TC with details.	CD	3
Regarding Notice boards – Pasture Way and Crown Roundabout are to be fitted with a locking mechanism that ensured half the board remained locked and only available for PC business. Locks to be bought and fitted.	MW	3
Regarding Planning Application - WD/D/19/000963 - 11 Chestnut Road, Bridport, DT6 4JP – determine whether a decision has yet been made by Dorset Council and write to the planning officer.	CS	4
Regarding John Gundry Play Area – arrange meeting with DC to gain his opinion regarding bark, equipment and repairs	JB/LA/CA	6
Regarding John Holt Play Area – rocking duck to be painted.	MW	6
Regarding Possible Speed Limit on Crock Lane – draft a response to EG and write to the Highways Community Officer	JB	6
Regarding Tree to rear of 7 Howard Close – telephone the Tree Officer at Dorset Council and report back to PC Committee on 10 th June.	CD	7
Regarding Letter from Shaz Murfin:		
- Ask event organisers to email details of their events to parish clerk	AL	8
- Draft response to SM	JB	8
- Speak to Village Hall Committee Chairman	MW	8

Action	Owner	Page Ref
Regarding Leaflet: <ul style="list-style-type: none"> - Ask Max Riddington to redesign leaflet - Arrange for printing of leaflet - Contact C W-H to ensure 'the Bridge' contains information on the leaflet - Hand deliver leaflets to residents in Lower Walditch and Valley Lane, Bothenhampton 	JB JB TC JB/CA/ AL	8 8 8 8
Regarding DAPTC Planning Training Course – book CD and CS onto course.	TC	8
Regarding Arnold Baker Resource Book – investigate best price and report to committee on the 10 th June.	TC	9
Regarding Book Box in Bothenhampton – pass on details of the supplier of paint.	CA/AL	9
Regarding A35 Trunk Road / Sea Road South – write to Dorset Council Highways and request a uniform speed limit. Send copy to Rt Hon Sir Oliver Letwin MP.	JB	12

MATTERS RAISED IN THE DEMOCRATIC HALF HOUR – Monday, 27th May 2019

The issues debated were as follows:

A35 Trunk Road – Sea Road South

Ray Gerrard raised an issue relating to the A35 Trunk Road / Sea Road South and to the amount of traffic and/or large lorries. He asked why the Neighbourhood Plan, which talks a lot about sustainable development has not made any attempt to gain funding for a by-pass and that Bridport is the only town on the A35 that has not got a by-pass. There was some discussion around the road and its intended use as maps appear to show the road as the Bridport by-pass not Sea Road South. AL asked whether RG wants a speed limit of 30mph. RG agreed as there is no speed limit apart from 40mph buffer zone all the way through and this is not adhered to in any case. It would be sensible for a 30mph limit from top of East Road right the way through beyond the Crown roundabout. Cllr Basker referred to the pedestrian crossing and clarified that the pedestrian crossing will be moved further down Sea Road South ensuring that a pedestrian crossing will be retained (although this is not the main issue). RG complained that the road is not policed, and no-one monitors traffic or speed. Cllr SW said that the A35 (being a trunk road), is managed by Dorset Council Highways and she attends the Highways Committee Meeting chaired by Rt Hon Sir Oliver Letwin MP and she will raise this at that meeting. MW said we could make an appeal to Dorset Council Highways as Sea Road North and Sea Road South should have the same speed restrictions. RG said the pollution aspect is also a problem for people living along that road and reducing the speed limit to 30mph would reduce the noise pollution. JB to write to Dorset Council Highways requesting a uniform speed limit and emphasise pollution aspects, copy to Rt Hon Sir Oliver Letwin MP.

Field adjacent to Cemetery in Walditch – Change of use of Field, Gundry Road

Anne Loads and members of the community from Gundry Road attended the meeting to provide an update to councillors on their progress. They said that they have met with Daryl Chambers from Bridport Town Council. AnneL has a meeting with Dorset Council Action Group also to further progress.

The members of the community are keen to establish a name for the new play park and referred to a 'play park naming competition' an idea floated by the parish council. JB confirmed that the council would be discussing the issue of the name later on in the meeting.

Anne L referred to the question of funding and asked how quickly it will progress. JB advised AnneL that the matter will be discussed later on in the meeting and is on the agenda. AnneL said that the Play Area Committee will be co-ordinated with DC at BTC (as far as design and installation goes). AnneL referred to Hucknets who she said were prepared to give a good discount and would be able to source some other pieces of equipment.

AnneL asked about the lease for the Play Area. JB advised that he parish council are awaiting receipt of the Lease from DC. CS reminded Anne and members of her community not to buy equipment and to do this through the parish council so that VAT can be claimed back.

JB asked if children living nearby, and who would be using the play area, could be included in the committee that is to be set up by Anne and other members of the community.

Possible Speed Limit Restriction in Crock Lane

Cllr Ann Langridge spoke to a member of the community from Crock Lane prior to the beginning of the meeting, who was hoping the parish council would support a reduction in the speed limit from 30mph to 20mph in Crock Lane, Bothenhampton. More information on this is detailed on page 6.