



Bothenhampton & Walditch
Parish Council since 1886

**MINUTES OF BOTHENHAMPTON & WALDITCH PARISH COUNCIL MEETING
held at WALDITCH VILLAGE HALL at 7pm on 9th SEPTEMBER 2019**

Initials	Present	Initials	Present
AL	Cllr Ann Langridge (Vice Chair)		
CA	Cllr Chris Addis		
CS	Cllr Colin Sparkes	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 Jim Basker, Cllr Chris Dobbs, Cllr Dave Bolwell, Cllr Kelvin Clayton, Cllr Sarah Williams Co-option of new Councillors Following an advertising campaign two new councillors were co-opted onto the council. The Parish Council welcomed Mrs Gill Smith and Miss Anne Loades to the Committee.	
	Democratic half hour: See pages 11 - 12	
1	Reports from Dorset Council Councillors None	

Minutes agreed: Vice-Chair Ann Langridge on 14th October 2019

Ref	Agenda Item	Action
2	<p>Minutes of Parish Council Meeting – Monday 8th July 2019: There being no issue with the minutes these were signed and handed to the Clerk.</p> <p>Matters arising from Minutes of 8th July 2019: Councillors were asked to comment on the Summary of Actions on page 9. As follows:</p> <p>The following actions were dealt with:</p> <ul style="list-style-type: none"> ● Regarding Jellyfields noticeboard, securing and re-siting / and replacement of Walditch noticeboard. A short-term fix has been carried out on the noticeboard by the Lengthsman and new hinges fitted. ● Regarding Planning Application - WD/D/19/000963 – 11 Chestnut Road, Bridport, DT6 4JP – the parish council received an email from Dorset Council on 23rd July advising that the Application had been withdrawn. ● Regarding John Gundry Play Area - arrange meeting with DC to gain his opinion regarding bark, equipment and repairs. Item dealt with by Open Spaces and Play Area Sub-Committee. ● Regarding Crock Lane Speed Limit – TC contacted BT, nothing further to report. ● Regarding hedge at the top of pasture way running north past Nordens. – <ul style="list-style-type: none"> - Visual inspection - Contact Highways authority to find out who owns Hedge. Visual inspection revealed hedge has now been cut back – nothing further to report. ● Regarding Play Area Inspection Reports – Item dealt with by Open Spaces and Play Area Sub-Committee. ● Regarding Planning Application - WD/D/19/000963 – 11 Chestnut Road, Bridport, DT6 4JP letter sent 17th July 2019 – see correspondence. ● Regarding John Gundry Play area – meeting took place 5th September, further information in minutes of Open Spaces and Play Area sub-committee report. ● Regarding Notice Boards (Pasture Way / Crown Roundabout), keys are held by AL and CD. Regarding book box, AL has been reimbursed. ● Regarding Planning Matter: Landfall. Letter sent to Mr Robins on 16th July 2019 – see correspondence. ● Regarding John Gundry Play Area / John Holt Play Area / Bridleways W5/9 and W5/10 matters dealt with by Open Spaces and Play Area sub-committee. ● Regarding Leaflet – these were distributed. See section 10. 	

Ref	Agenda Item	Action
	<ul style="list-style-type: none"> ● Regarding Tablet – Lenovo tablet has been purchased. ● Regarding Financial Regulations – see section 10. ● Regarding Lengthsman hours – the Lengthsman has confirmed that there are three dog bins, one in Jellyfields, one at Slade Green (off Crock Lane) and another in Walditch. He confirmed that he empties these bins twice a week usually on a Monday and Friday. Other waste bins are emptied by the Dorset Waste Partnership run by Dorset Council. ● Regarding Walditch Village Noticeboard. Deeds checked and no restrictions were found to prevent a new noticeboard being located on the village green. There has been some resistance to the siting of the noticeboard on the Village Green. After discussions with Bridport Town Council the parish council can obtain a new bespoke noticeboard to a size and specification that matches the existing one and could be placed at the same site. ● Regarding Homestead Farm - letter sent 19th July 2019. 	
3	<p>Reports from External Organisations:</p> <ul style="list-style-type: none"> ● WATAG – AL read out a summary of the WATAG report from its last meeting held on 25th July 2019. Items covered at the meeting were: <ul style="list-style-type: none"> - Report from Dorset Travel - Bridport to Yeovil Corridor - Bus Operator News - Railway News - Community Initiatives ● BLAP – AL read out a summary of the notes of the BLAP meeting held on 31st July 2019. Items covered at the meeting were: <ul style="list-style-type: none"> - Updates from Member Councils - Climate Emergency – Initiatives by Dorset Council and others - Poverty Action Group (CS to ask for the definition of poverty) - Dorset County Update including their Statement of Community Involvement - Existing Local Plan would need to run until 2023 ● BANP – Written report received from Cllr Basker who attended the meeting on 29th August 2019. Items covered at the meeting were: <ul style="list-style-type: none"> - Impact of second home ownership - HMRC higher rate stamp duty records do not accord with the number of second home ownership in the area. Second home ownership may not be registered as such to avoid higher rate stamp duty. 	CS

Ref	Agenda Item	Action
4	<p>Planning:</p> <p>A: PLANNING CONSULTATIONS</p> <ul style="list-style-type: none"> ● WD/D/19/001530 CHURCH RISE, OLD CHURCH ROAD DT6 4BP – refused due to drainage, applicant was asked to re-apply. ● WD/D/19/001426 THE OLD POST OFFICE, WALDITCH ROAD, WALDITCH, BRIDPORT, DT6 4LB – listed building, front door to be replaced, single story replacement building at rear. Parish council neutral. ● WD/D/19/001617 14 SOUTH LAWNS, BRIDPORT, DT6 4DS – single storey rear extension. Parish council neutral. ● WD/D/19/001701 LITTLE THATCH, WALDITCH ROAD, WALDITCH, BRIDPORT DT6 4LD – listed property in centre of village, most of the work is internal. Parish council no objection. ● WD/D/19/001819 HYDE BARN, WALDITCH ROAD, WALDITCH, BRIDPORT DT6 4LB – renovation. Parish council neutral. ● WD/D/19/001850 LAND OPPOSITE LEE LANE AND SOUTH OF, EAST ROAD, BRIDPORT – applicant built a house on the site, then a bungalow and now requests another bungalow. Building needs to be in keeping with adjacent properties. Beech trees on site should be protected by group TPO. Parish council objected to a double storey building and specified protection of beech trees. ● WD/D/19/001530 CHURCH RISE, OLD CHURCH ROAD, BRIDPORT DT6 4BP (<u>AMENDED PLAN</u>) – parish council objected on drainage issues. <p>B: APPEALS – None</p> <p>C: REFUSALS – None</p> <p>D: APPROVALS – None</p> <p>E: COMPLIANCE NOTICE / OTHER – None</p> <p>F: DECISION NOTICES</p> <ul style="list-style-type: none"> ● WD/D/18/002873 9 WYCH HILL, BRIDPORT, DT6 4JJ ● WD/D/19/001918 LAND SOUTH OF HOWARD ROAD, BRIDPORT, DT6 4SH ● WD/D/19/001274 2 ELWELL, BRIDPORT, DT6 4DX – timber cladding not in keeping with adjacent properties. Parish council objected. ● WD/D/19/000228 21 ELWELL, BRIDPORT, DT6 4DX – pedestrian access into Crock Lane. Application has been agreed by Planning. Residents are unhappy and the Council have agreed to write to DC about this. Parish council objected. ● WD/D/18/002635 2 CHURCHAYES, OLD CHURCH ROAD BRIDPORT, DT6 4BS – refused due to size of dormer window. <p>G: LETTERS</p> <ul style="list-style-type: none"> ● WD/19/000963 11 Chestnut Road – Application Withdrawn (email from Business Support Officer, Dorset Council 23.7.19) 	CS/TC

Ref	Agenda Item	Action
5	<p>Finance and Budget</p> <ul style="list-style-type: none"> ● Payments for Approval <ul style="list-style-type: none"> ● Bothenhampton Village Hall ● Forest and Tree Care (John Gundry Play Area) ● David Landscapes (1024) ● Bridport Town Council – Play Bark ● C Dobbs (confidential paper disposal bags) ● Axe Valley and West Dorset Ring and Ride Service Ltd – deferred (see section 9) ● A Langridge (paint for climbing frames – John Holt) ● Ken Hussey – Quarter 3 Report ● David Landscapes (1033) ● Payments made during the period with retrospective approval <ul style="list-style-type: none"> ● G L Matthews (paint and goal net strips) ● A Langridge (paint for telephone box) ● Playdale site visit to John Gundry Play Area ● Clerk’s Salary - July (paid 26th July 2019) ● Currys / PC World – Councillors Lenovo Tablet ● Clerk’s Salary - August (paid 30th August 2019) ● Clerk’s Expenses - August (paid 30th August 2019) ● Dorset Council 3rd Party Payments (July / August 2019) ● Walditch Village Hall ● Payment requiring pre-approval <ul style="list-style-type: none"> ● Clerk’s Salary - September <p>All payments were approved.</p> <p style="text-align: right;">Approved <u>Ann Langridge</u> Vice Chair</p> <ul style="list-style-type: none"> ● The Bank Statement as at 4th September 2019 was provided to councillors for their perusal – it showed a balance of £17,663.66 ● The Clerk informed councillors that the VAT claim of £1,087.11 had been received. 	
6A	<p>OPEN SPACES AND PLAY AREAS SUB-COMMITTEE</p> <p>Terms of Reference have been drawn up for this Committee and Cllr Ann Langridge has been appointed Chair.</p> <p>A meeting of the Open Spaces and Play Area Sub-Committee took place on 5th September, Cllr Langridge presented the minutes. Copies were sent to all councillors and are available from the Clerk. It was agreed that the minutes should be added to the Parish Council’s website.</p>	TC

Ref	Agenda Item	Action
6B	<p>FINANCE AND FUNDING SUB-COMMITTEE</p> <p>Terms of Reference have been drawn up for this Committee and Cllr Chris Addis has been appointed Chairman.</p> <p>A meeting of the Finance and Funding Sub-Committee took place on 6th September, Cllr Addis presented the minutes. Copies are available from the Clerk.</p> <p>CA referred specifically to the Cash Flow Forecast, a copy of which had been provided to all councillors. CA talked councillors through the figures and the cash position at the end of the year. The Cash Flow Forecast will be published bi-monthly (every two months) and presented to councillors to keep them fully aware of the parish council's cash position.</p> <p>CA referred to Grants (out) and queried how grants are determined, how many are made on an annual basis and how often they should be reviewed. CA said the Finance and Funding sub-committee should investigate grant applications and bring its recommendations to the main committee.</p> <p>It was agreed that CA/TC would go through the previous years' cash book and draw up a list of potential payments that may need to be paid out again this year.</p> <p>CA referred to a sum of £2k for each play area per annum, which is an amount that JB said he would like to set aside each year to build up a fund for play equipment replacement/renewal. CA said that this would need to be specified on the precept application as additional money for that purpose.</p> <p>It was agreed that the minutes of the Finance and Funding sub-committee should be added to the Parish Council's website.</p>	<p>CA/TC</p> <p>TC</p>
6C	<p>RISK MANAGEMENT WORKSHOP</p> <p>A risk management workshop took place on 2nd August. Risks were reviewed and updated as necessary. Clerk added a 'Risk Review and Update Schedule' to the last pages of each risk assessment to evidence that a review has taken place and the date of review and whether updates were made. Councillors have each received a copy of the updated risks.</p> <p>Cllrs AL and GS to be sent a copy of the risk assessments.</p>	<p>TC</p>

Ref	Agenda Item	Action
7	<p>Other Parish Matters</p> <ul style="list-style-type: none"> ● Bothenhampton <ul style="list-style-type: none"> ● Homestead Farm – discussion around the very large gap that has been cut into the bank along Duck Street opposite Cherry Tree Cottage. It seems the opening in the bank along Duck Street was approved as part of the overall planning permission. The residents of Duck Street have previously been told it is not a planning matter but a legal matter. ● Access through Blood Lane/Slades Green/Bowhayes – councillors discussed an email from a resident relating to the above area, which is blocked by numerous overhanging trees and shrubs, including trees being hit and damaged by large delivery lorries and tree debris in road. The Clerk has sent an email to Dorset Council and work should be starting shortly to clear this. ● Walditch <ul style="list-style-type: none"> ● Valley View / Howard Close Tree Work – the Parish Council has received a further request from G Briggs for the Cedar tree located in Valley View to be crowned. There was discussion around this and councillors who had met with the tree surgeons at the time of discussing the initial work said that the professional view of each tree surgeon was to avoid excessive cutting and to ensure the tree retains its good shape. It was further noted that residents at the top of Valley View are concerned at any loss of height / screening, and further problems could arise in this respect. ● Axe Valley and West Dorset Ring and Ride Service Ltd – The Parish Council has received a Grant request from Axe Valley and West Dorset Ring and Ride Service, previous donations were discussed and the benefit to the residents of Bothenhampton. The Clerk contacted the Honiton HQ and asked for details of parishioner use: 66 people have used the service so far this year, a sharp increase on the previous year. <p>The matter was deferred to Finance and Funding Committee when they meet on 1st November 2019.</p>	
8	<p>Correspondence The following correspondence has been sent/received during the period:</p> <ul style="list-style-type: none"> ● Letter to D Chambers - Lower Walditch Play Area ● Letter to Mr & Mrs Tuckwell, 1 Howard Road regarding Noticeboard ● Letter to Mr R Robins regarding two storey extension recently constructed at Landfall, Old Church Road, Bothenhampton ● Letter to J Marshall (DC Planning) regarding 11 Chestnut Road, Bridport DT6 4JP ● Letter to J Marshall (DC Planning) regarding Homestead Farm, Bothenhampton DT6 4BJ ● Emailed letter from Peter Wessel regarding cattle boluses found on Hyde Hill causing death of family dog. Letter from Chairman to Peter Wessel requesting further information. 	

Ref	Agenda Item	Action
8	<ul style="list-style-type: none"> ● Letter to Cllr Clayton regarding overgrown hedge opposite 66 Crock Lane, Bothenhampton ● Letters to N Collins (Dorset Council), M Joy (Town & Country Tree Care and C Stoodley (Forest and Tree Care) regarding quote for work in Valley View ● Letter to Mr A Burfoot (Highways – South West Enquiries regarding A35 / Sea Road South ● Emailed letter from Graham Purse regarding Bothenhampton Old Church – request for help with rubbish removal (£249.99). Letter from Chairman in response. ● Emailed letter from Anita de Greeff (Bothen Hill) regarding hedges / verges overhanging trees in Crock Lane and vicinity. E-mail forwarded to DC for them action. ● Emailed letter from Giana Allen (Cherry Tree Cottage) regarding destruction of Dorset bank along Duck Street, various emailed responses and subsequent letter to Ms D Redding (Dorset County Planning) ● Emailed letter from Steve Farnham (Porter Dodson) attaching Lease for Lower Walditch Play Area and Orchard and Parish Council’s response asking for clarification of certain points. ● Emailed request from G Briggs (7 Howard Close) for Cedar Tree on land adjacent to his property to be crowned. PC response by email. (see Agenda item in Section 7). ● Emailed letter to Ms L Hart regarding Melpash Show ● Letter to Mr Geoff Matthews <p>The clerk informed councillors that outgoing correspondence is now shown on the website under a separate tab ‘Correspondence’.</p>	
9	SUB-GROUPS (see 6 above)	
10	<p>Miscellaneous:</p> <ul style="list-style-type: none"> ● Leaflet, it was agreed to have a further 100 leaflets printed and a further leafletting exercise of Upper Walditch as there were concerns that some of the properties were missed by IMS. ● Notice Boards – Walditch noticeboard – See section 2 above. ● Lengthsman Hours to 25th July 2019). Councillors noted. ● Updated Financial Regulations – New Regulations ratified and agreed to be adopted. ● Updated Risk Assessments – see 6C 	<p>TC</p> <p>TC</p>

Ref	Agenda Item	Action
11	<p>AOB:</p> <p>Dormant Bank Account – A informed councillors that there is an amount of £203 in a dormant account and she is progressing this.</p> <p>Bonscombe Lane – The Clerk had received a note at the beginning of the meeting from Barry Smith. The Clerk read the note to councillors, it referred to the bad state of repair of Bonscombe Lane where there are very deep potholes. Bonscombe Lane is a public road used by heavy vehicles. Colin Sparkes agreed to carry out a site visit.</p> <p>Walditch Speed Limit - CA raised the issue of the Walditch Speed Limit restriction and said that residents were promised the matter would be dealt with and a new speed limit put in place during the financial year 2019/20. As we will be halfway through the year by the end of September, if we have not heard anything further we should chase it up.</p>	CS
	Items for next Agenda:	
	The meeting ended at 9.00pm	

Date of the next Parish Council Meeting: 14th October 2019 @ 7pm Bothenhampton Village Hall

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

SUMMARY OF ROLLED OVER ACTIONS – 9th SEPTEMBER 2019

Action	Owner	Page Ref
None		

SUMMARY OF AGREED ACTIONS – 9th SEPTEMBER 2019

Action	Owner	Page Ref
Regarding BLAP – ask for definition of ‘poverty’	CS	3
Regarding WD/D/19/000228 21 ELWELL, BRIDPORT, DT6 4DX – write to DC about planning application again.	CS/TC	4
Regarding sub-committee minutes – add to Parish Council website	TC	5
Regarding potential payments in the year - go through the previous years’ cash book and draw up a list of potential payments that may need to be paid out again this year.	CA/TC	6
Regarding Risk Assessments – Cllrs A Loades and GS to be sent a copy of the latest risk assessments.	TC	6
Regarding leaflet - further 100 leaflets printed and a further leafletting exercise of Upper Walditch	TC	8
Regarding Financial Regulations – Agree to adopt	TC	8
Regarding Bonscombe Lane – site visit	CS	9
Regarding Democratic Half Hour – Lengthsman to clear footpath	TC	11

ITEMS REFERRED TO SUB-COMMITTEES – 9th SEPTEMBER 2019

Item	Page Ref
None	

MATTERS RAISED IN THE DEMOCRATIC HALF HOUR – Monday, 9th September 2019

There were around 8 members of public in attendance.

Pat Pullen - Walditch Village Hall Secretary asked whether there is any money for the Village Hall to repair the windows. The windows need a specialist repairer which will be very expensive. Cllr AL said that the parish council may be able to apply to Dorset Council for a specific grant and get some money on their behalf. AL said the PC will investigate whether there are any grants available for the work. CS advised PP to submit a grant application for us to consider.

Robin Stapleton raised the state of the public footpath up to the A35 saying that it is a very popular route for pedestrians, and it has become very overgrown, stinging nettles etc. Needs to be cleared. AL said that Cllr Basker has been walking all of the footpaths and taking note of the ones that need attention. AL explained that getting officers from DC has not been easy and the parish council may need to organise volunteer groups to clear the footpaths rather than relying on DC. TC to ask the Lengthsman to have a look at it.

There were a couple of Bothenhampton residents who had attended regarding Homestead Farm. AL said that there appeared to have been a visit from Dorset Council but that no-one knew very much about the visit and what the purpose of the visit was for.

Action:

Parish Council to ask the Lengthsman to sort out the footpath above.