

# BURTON BRADSTOCK PARISH COUNCIL

Chairman: Cllr M Evans

Clerk: Mrs M Harding



## Minutes of the Parish Council meeting held on 6<sup>th</sup> April 2019

### At 7.30pm at The Reading Room

#### Present:

M Evans (ME) (Chairman)

D Batten (DB)

D Venn (DV)

E Rees (ER)

A Bailey (AB)

G Moody (GRM)

R Bryan (RB)

J Russell (JR) (WDDC)

M Roberts (MR)(DCC/WDDC)

M Harding (Clerk/RFO)

2 members of Public

**2019/04-1 To receive apologies for absence - D Dixon (DD) S Meek (SM) A Charlesworth (AC)**

**2019/04-2 To receive declarations of Interest and grants of dispensation – None**

**2019/04-3 Parishioners' Comments - (15 minutes on agenda items only)**

It was noted that the NT have now installed the oak posts on Cliff Road.

Emergency Plan-a resident questioned when this would be prepared as it has been on the agenda for several months with no action.

#### Items for Decision:

**2019/04-4 To approve the minutes of the Parish Council meeting held on 6<sup>th</sup> March 2019**

Some typing errors amended

Proposed ME

Seconded RB

**2019/04-5 Matters arising from the above minutes for information only and ongoing actions**

Item 6d- The barbed wire has now been removed from the top of the gates at the Allotment yard.

Item 6c- The Clerk had not received a response regarding the licence for the library to sublet- to follow up again

**Action Clerk**

Item 6e- Map by Bus shelter still requires action

**Action DV & DB**

Item 6h- Rolls of wire to be removed from Manor Farm

Item 8a- ME, DD & the Clerk met with the gentleman interested in the role once insurance and tools have been purchased another meeting will be held, another person has expressed an interest so a copy of the specification has been delivered.

Item 8b- DB had looked into purchasing a second hand lining machine with no success, to buy a new lining machine was not cost effective at £257 plus paint at £20 per drum of paint. It was agreed not to purchase our own lining machine but have the lines installed and look at how many visits are required; we are also still waiting on a response from the School regarding assisting with the cost.

Item 8c- the second replacement bollard is yet to be installed. The clean-up day poster has been put up in the village, AB will purchase the cans of spray for the clean-up day.

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### 2019/04-6 Correspondence- items for decision

- a. Item 6- Allotment insurance query- the PC is responsible for the whole of the allotment plots; a risk assessment will be carried out and the current Allotment agreement will be updated accordingly.
- b. Item 7- The organisers of the Duck race have submitted their risk assessment for using the playing field. They have also asked that the gate to the playing field is unlocked early to allow access to set up the marquee. **ME to action**
- c. Item 8- NT overnight parking query-GRM had alerted the PC to a request from the NT to ask if there had been any complaints of overnight parking on NT land, the PC are not aware of any complaints but this should not be encouraged.
- d. Item- 9- Burton Bradstock school have asked if they can make a visit to the Allotments, it was suggested that this should be a tour with a Cllr showing them around, ME is available on 8<sup>th</sup> May this will be confirmed with the school as well a risk assessment for the visit by the school.
- e. Item 11- Issue raise over sheds on the Allotments, small sheds/tool stores are being installed on the allotments, there was a query over what constituted a shed/structure, the PC stated that the agreement on the size of any structure needs to be clarified and updated accordingly in agreement with the allotment association and the PC. **Action Allotment Association/ME**

### 2019/04-7 To consider any planning applications received by the Council

- a. WD/D/19/000523-Mallards Cottage- erection of conservatory -No Objections-there are no planning material considerations affected that the PC could not support the application.
- b. WD/D/19/000492- 77 Mill Street, Installation of hardwood framed windows- there are no planning material considerations affected that the PC could not support the application.
- c. WD/D/19/000181- 10 Beach Road- erect double garage-there are no planning material considerations affected that the PC could not to support the application.
- d. WD/D/19/000551- 1 The Old Coachouse- Demolish part of the built garage and alterations to the front gate-The PC considered the application and if the application is granted, the PC requests that a 6 month deadline is put on the works (excluding planting) after granting the application and that the planting follows on promptly, with the Planning Authority using its enforcement powers as necessary to secure this - Proposed GRM Seconded DB

#### Finance & General Purposes

- a. **To consider any village repairs or maintenance issues- (Handy man).**

GRM & DD are still to carry out the tree inspections. The bottom rail at the drain will be removed this was left in error.

- b. **To consider the plans and costs for phase 1 of the play area project (ME)** A report was previously circulated, ME reported that the group had gathered firm quotes in line with the funds

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available from 2 companies for the new swings, shelter, zip wire and fencing. At a cost of £38910.00. Following the questions regarding any fence at all members of the play area group had spoken to parents and it was felt that the fence was needed to keep children enclosed and to stop dogs entering the play area. The group have been lucky enough to receive some very generous donations from local community groups which have made huge difference to the project. The group had recommended that the project is commenced but are short on funds by £1638.00 in order to have the green powder coated fencing and a block paving base to the shelter, and asked that the Parish Council make up the shortfall.

The PC approved the project to go ahead and would make up the shortfall.

Proposed DB                      Seconded ME

EB will confirm the order and the date for commencement of the project so it is in for the Summer holidays. The PC will then inform the school and village as the play area will have to be closed for a period of time for H & S reasons.

### **c. To consider the proposal for the PC website**

The Clerk had a meeting with the company and a proposal was circulated to all. The PC agreed the proposal for an updated website designed by Watershed.

Proposed ME                      Seconded DB                      **Clerk to action**

### **d. To consider the Clerks appraisal report and proposed actions**

Following the Clerks appraisal, the PC had been asked to consider the back office and some new policies, these will be prepared for the next F & GP meeting. As part of the review of the back office the Clerk had requested a BBPC specific laptop at a cost of £500 currently the PC use another PC laptop. This was agreed by the PC. The Parish Plan is due for an update or renewal this year also the PC have been leant a projector by GRM who also has a screen so the at meetings documents and planning can be displayed.

### **e. To consider the Scribe Finance package specifically for Parish Council accounts**

The Clerk had circulated the proposal for an accounts package specifically for Parish Council's the package is currently being used at another of the Clerk's Councils. The aim is to save time and ensure the PC is fully compliant at all times.

Proposed DB                      Seconded ME

### **f. To consider the Finance report of receipts and payments.**

All payments were approved in line with internal controls;

ME carried out the monthly check. Bank Accounts total £99617.39 as at 31<sup>st</sup> March 2019

Proposed ME                      Seconded DB

### **g. To consider the Emergency plan (AC)**

Unfortunately, AC had been called away so unable to attend the meeting, the F & GP will discuss this at the next meeting ME to contact AC

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### **2019/04-8 Items for report in the BVN/website/Facebook/Twitter**

Play area update and Election news.

#### **Items for information:**

**2019/04-9 CLT report** – Housing needs survey is now online and the profile of the CLT has been raised in the press.

**2019/04-10 Corncrake report-** Trees have been planted with the help of the volunteers.

**2019/04-11 Correspondence items received for information** - report circulated

**2019/04-12 To consider items for the Annual PC meeting 8<sup>th</sup> May 2019** -Annual accounts, reaffirming documents and responsibilities.

### **2019/04-13 Parishioners' open comments (15 minutes maximum allowed)**

PC were asked regarding the Allotment insurance did this consider the river; this would be included in a risk assessment.

MR reported on the Dorset Council now in office, MR also commented on the West Bay project.

Finally, the Chairman thanked Cllr John Russell for supporting the PC over the years as the West Dorset District Councillor and wished him well.

Meeting closed at 9.00pm