

BURTON BRADSTOCK PARISH COUNCIL

Chairman: Cllr M Evans

Clerk: Mrs M Harding



Minutes of the Annual Parish Council meeting held on 9th May 2018

At 7.30pm at The Reading Room

Present:

M Evans (ME) (Chairman)

D Batten (DB)

D Dixon (DD)

A Charlesworth (AC)

R Bryan (RB)

Elena Rees (ER)

A Bailey (AB)

G Moody (GRM)

Mrs. M Harding (Clerk/RFO)

5 members of Public

Minute

Action

2018/05-1 To elect the Chairman of the Council for 2018-19 and sign Acceptance of Office

Cllr Mike Evans was nominated by Cllr G Moody and seconded by Cllr D Dixon

2018/05-2 To elect the Vice- Chairman of the Council for 2018-19 and sign acceptance of Office

Cllr G Moody stood to be nominated, Cllr A Charlesworth proposed and Cllr R Bryan seconded

2018/05-3 To receive apologies for absence - A Ross (AR) S Meek (SM), Cllr K Day (DCC) M Roberts (DCC), J Russell (WDDC)

2018/05-4 To receive declarations of Interest and grants of dispensation - None.

2018/05-5 Parishioners' Comments - (15 minutes on agenda items only)

A request was made that the Parish Council website is updated to show the current representatives to village groups, this will be completed after the approval of reps at the annual meeting.

Clerk/
DV

2018/05-6 To consider the co-option of a Councillor for the 1 vacant seat

The PC had received 2 interests from residents in becoming Councillor from the village, each of the residents were at the meeting. Both were asked to speak to the Council and say something about themselves and why they would like to be on the Parish Council. Cllrs then took a vote by secret ballot; the Chairman would have a second casting vote if there was a tie. Mrs Elena Rees having the most votes was duly co-opted onto the Council and joined the meeting. The second candidate was thanked for their nomination. This is the first time the Council have ever been in the position of voting for a Cllr as the Council have been running with vacant seats for many years.

2018/05-7 To reaffirm the Councillors roles and delegated areas of responsibility appointment to outside organisations and members of working groups

The Clerk had previously circulated the list and made alterations to the roles; this list was agreed and will be re-circulated to all and placed on the PC website.

Clerk

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Items for Decision:

2018/05-8 To approve the minutes of the meeting of the Parish Council held on 4th April 2018

Proposed AB

Seconded GRM

2018/05-9 Matters arising from the above minutes for information only and ongoing actions

a. GRM reported that the NT wanted yellow lines at Cliff road but this takes years to put in place and has to meet a criteria, the Volunteers reported that the Oak posts removed for safe keeping have been put back in on the South side but none on the North; GRM will pursue the NT for a resolution.

GRM

b. The wall opposite the garage has now been repaired.

GRM/

c. Siting of the Boat by the Bus Stop, a site meeting to be carried out

ME

d. AB offered to the spraying in the village as he has the appropriate qualifications a plan of the areas to be supplied. Method statement to be supplied.

AB

e. Sign for the Toilet wall has been installed

f. DCC will carry out the agreed tree works on the recreation area once the planning permissions are agreed.

g. Emergency Planning – AC reported that the group are looking at holding a public meeting in order to prepare an emergency plan for the village.

2018/05-10 Correspondence- items for decision

a. Bournemouth and Poole minerals submission- no comments

b. DAPTC survey on LGR matters- a survey has been sent to PC's to gather information on the importance of services from WDDC, Cllrs will meet to consider this survey to respond by 20th May

All

c. S106 funding is available for recreation/ open space projects, it was agreed to apply for these funds for the Play area project. Clerk to submit an application.

Clerk/

ME

d. A letter from Connells concerning the land at Southover (Allotments) the PC were asked if they would like to realise the potential development value as there are developers interested in the area. The PC will decline the offer at this time.

Clerk

e. Community projects that commemorate the 100th anniversary of the First World War. A grant is available of £250 to £500 towards any events. The Clerk will forward this information to the RBL.

f. Request from Burton Bradstock School to use Corncrake to do their "Daily Mile" and have a path cut around the perimeter. The Clerk will ask the

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contractor to ensure the agreed footpath cut is completed and let the school know that this area is available for use. The School also requested information on a Flood officer to speak to classes in the school. The Clerk will contact the Flood department to see if they can assist.

Clerk

2018/05-11 To consider any planning applications received by the Council

- a. WD/D/18/000487- The Othona Community, Coast Road. Amended plan, Councillors supported the application now that there will not be the removal of trees.

Proposed DD

Seconded RB

2018/05-12 Finance & General Purposes

- a. To consider the Annual Return 2017-18 part 1

The Council approved the Annual Governance Statement (Part 1)

Proposed DB

Seconded ME

- b. To consider the annual return 2017-18 part 2

The Council approved the Accounting Statements (Part 2)

Proposed ME

Seconded DB

A vote of thanks was made for the internal auditor.

- c. To consider the F & GP report, GDPR requirements, reaffirm policies and approve payments

All payments were approved in line with internal controls;

Cllr Evans had completed his monthly account checks.

Bank Accounts total £81464.23 as at 30th April 2018

Proposed DB

Seconded ME

The following items were considered from the F & GP report:

- a) Table in RR and photocopier have been disposed of
- b) Dog poo bin still to be scrapped
- c) Surveyors to be engaged to carry out a rebuild valuation on the 2 PC properties and Library for Annual Insurance purposes, Clerk to gather quotes for the June meeting.
- d) Risk register updated
- e) To consider the Audit and Action Plan to comply with the updated General Data Protection Regulations (GDPR)

- i. SLCC GDPR checklist

- ii. Information Audit 2018

- iii. Personal Audit Questionnaire

- iv. Privacy Notice for Staff and Councillors

- v. Privacy Notice for General Public

- vi. Consent Form

- vii. Privacy & FOI policy

Each document was considered in order to be compliant by 25th May. The PC does not at this stage need to employ a DPO but will follow advice by DAPTC/NALC. GDPR policies will be available on the website and information in the BVN.

Proposed GRM

Seconded RB

Clerk

All

Clerk

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- f) To consider an arrangement for Holiday lets/properties and cottages to support the Village to keep it maintained by the BB Volunteers-A letter was sent to holiday homes and local holiday letting companies asking for some support, the PC have received some positive feedback to this request to. It was agreed that £25 per cottage per annum as a suggested donation to the funding of the Volunteer tools, equipment and any expenditure in order to continue to maintain the village. The Clerk to contact the companies for their feedback on this suggestion.
Proposed DB Seconded AB

Clerk

- g) To consider the Standing Orders-these were considered and updated accordingly to add further clarification to decision making on planning applications and to consider Financial Regulations- no changes at present.
Proposed GRM Seconded DB

- h) To discuss the new External Audit – The Clerk explained that new external auditors had been appointed, PKF Littlejohn. The Annual return is broadly the same but the return date is earlier. One change on the previous auditor is that you are required to explain your reserves if your reserves are more than double the precept. This is the case for Burton Bradstock at this time

- d. Play area report**
ME reported that ME and GRM held a consultation event on 21st April aimed at the older children of the village in order to get their views on the new items proposed. Only 2 young people came in but they had some very useful views regarding the shelter. The group will now meet to draw up the final plan to submit a planning application and apply for funding shortly.

Play area Group

- e. CLT report-** AB and DD reported on the open meeting held on 24th April at the Village Hall. Thanks were given to all those who delivered leaflets to the households, over 100 people attended the meeting. The local housing needs officer spoke and reported 17 requests for housing with a local need. Steve Watson from Wessex CLT spoke to the meeting and presented the Country file clip on the CLT in Toller Porcorum. It was explained that there is currently £2M to facilitate a CLT. Questions were answered and it is hoped fears were allayed. 20 volunteers came forward to form a steering group and the first meeting is the 23rd May at the RR. Wessex CLT will take it on from here, AB, DD, RB have volunteered onto the group and will report back to the PC on its progress. A copy of the presentation will be made available and put on the website.

AB/DD/RB

- f. To consider any village repairs or maintenance issues.**
Clerk to provide a spray plan for the village, contractor to look at the steps to the allotments; the clerk will look into a grant to put in new steps. A working party to arrange for the balsam to be removed from the river bank, the volunteers would be asked to look into this.

Clerk/Volunteers

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2018/05-13 **Items for report in the BVN/website/Facebook/Twitter**
GDPR, Holiday let support, CLT, Play area project, New Councillor and updating the website.

Items for information:

2018/05-14 **Correspondence items received for information -**

- a. ME reported on the meeting with WDDC on asset devolution, WDDC were requested to provide a definitive list of services in the Parishes, there is £1M set aside in order to assist with the transfer of some assets/services to Parish/Town Councils. The Parish and Towns will be contacted individually by an independent company to look at the assets in their villages i.e. the toilets in Burton Bradstock to consider what kind of package could be agreed.

- b. Information was received to Help raise £40,000 to protect the Coast Path-, SM will look into this. **SM**

2018/05-15 **Parishioners' open comments (15 minutes maximum allowed)**

The post at the steps of the footpath at the back of the garage is very loose; this will be reported to RoW. **Clerk**

Wessex Ground services were thanked for their consideration after the planting of the snow drops on the village green and 5 Elms.

The field beyond Corncrake has been fully cultivated again so making the footpath impassable.

2018/05-16 **Date of the next meeting**

The next meeting is on 6th June, the following items for discussion- Quotes for survey of property. Corncrake management update regarding yellow rattle, Community Apple pressing event.

2018/05-17 **Closed session to discuss matters concerning the PO**

Following a meeting with the PO tenants, a consultant and a local website designer, it was agreed to look at the cost of support and assistance to create a new PO and Village Shop website and social media presence.

Meeting closed at 9.20pm

Chairman Cllr M Evans

6th June 2018