

# BURTON BRADSTOCK PARISH COUNCIL

## MINUTES



### Minutes of the Parish Council meeting held on Wednesday 6<sup>th</sup> January 2021 At 7.30pm Via Zoom

#### Present:

D Dixon (DD)

S Meek (SM)

A Bailey (AB)

M Harding (Clerk/RFO)

9 members of public

D Batten (DB)

G Mulry (GM)

D Venn (DV)

Clr Mark Roberts DC

**Chairman's welcome:** ER welcomed to everyone at the meeting and noted it was good to see so many from the village attend the meetings.

ER commented that we are all volunteers and currently the PC has 3 vacancies on the Council and would welcome new Councillors to spread the workload.

ER announced that this will be Michele's last full PC meeting, and we wish to thank Michele for her 7 years as Clerk/RFO and wish her all the very best for the future.

We are also pleased to announce the appointment of Lesley Windsor to the post and will start the role later in January.

#### Open Public Forum Part 1- limited to 3 mins per person

A resident wanted to recognise Michele's contribution to the village over the last 7 years. Several people in the village will be sorry to see her leave.

The applicant spoke on the planning application for Fairways West Bay, he explained that they are a local family who bought the plot and various members of the family aim to live in 3 of the properties and sell one. He is a stonemason by trade and would be working on the properties himself.

A resident commented on village maintenance items, the bollards by the toilet, one is broken off and the concrete one is also broken he asked why this was installed, the clerk commented that it was DC who installed the concrete bollard and the broken wooden post was reported the morning of the meeting.

A resident echoed the comments and sad to see Michele leave, the street sign at the bottom of Bindbarrow and at the top of Hive Close is broken this is to be reported to highways.

A resident concurred with other residents and thanked Michele for all the help to the village and wished her well and looked forward to the same good working relationship with Lesley the new clerk.

**21/01-1 To receive apologies for absence –Graham Moody**

**21/01-2 To receive declarations of Interest and grants of dispensation – none**

**21/01-3 To approve the minutes of the Parish Council meeting on 2<sup>nd</sup> December 2020**

Proposed DB

Seconded DV

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### 21/01-4 To approve the minutes of the Parish Council meeting held on 17<sup>th</sup> December 2020

Proposed GM

Seconded AB

### 21/01-5 Matters arising from the above minutes for information only and ongoing actions

- a) Cllr Meek reported on the costings for the new gateways in the village to aid traffic calming as discussed at the Dec meeting, there were only outline costs agreed of £3000 but the PC now have a quote for £3692.11 to provide gates at both ends of the village, posts at common lane end and the 3-2-1 road markings. Unfortunately, the old gateway markers cannot be repaired as was previously suggested. The future maintenance of the gateways installed will be down to the PC and to be added to the asset register. The timescale from order to installation is not known at this time. The Council supported this quote. **SM to action.**

Proposal SM

Seconded DD

### 21/01-6 Items for decision: papers provided for all items for decision prior to the meeting

- a) **To consider Councillor reps to liaise with the volunteers and other bodies:** to be considered in closed session.
- b) **To consider the user agreements with the school for the playing field and phone box (DD):** DD commented that the school are happy to take on the phone box but obviously with the school being shut down they will have use to Easter and possibly beyond. The playing field user agreement had been circulated as this needed updating, it was reported that the weekly inspection of the play area does include the goal posts and items on the playing field. The PC accepted the updated user agreement. **DD to action with the School.**

Proposed DD

Seconded DB

- c) **To consider all planning applications in circulation:**

WD/D/20/02615- Overland, Shipton Lane – Change of use of existing outbuilding currently used as a holiday accommodation to 1 dwelling house- The Council raised no objections but commented that it is an example of creeping development therefore sometimes the PC object to large garages for this very reason as they eventually turn into further dwellings.

Proposed AB

Seconded DD

WD/D/20/002707- Land east of Fairways, West Bay- Erection of 4 dwellings including access, parking, and landscaping- originally out line permission was for 4 dwellings then increased to 5 for financial reasons but now back to 4 dwellings with an extension on one to make it a 3-bedroom property. It was considered this site could have been an exception site for affordable housing but not designated as such by DC; in the PC's view it is a missed opportunity for affordable housing. It was noted that there is no requirement for affordable housing with 4 dwellings the limit is 10 dwellings before a contribution is required. The site would not be one that the CLT would have supported as it is too far removed from the main housing stock. The council also commented that the site would improve the street scene and entrance into West Bay. The PC do not object to the planning application but note that the site is a missed opportunity for affordable housing that is much needed in Burton Bradstock.

Proposed DD

Seconded DB

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**d) To consider a draft Parish Plan “Lite” (GRM)**

GRM had drafted a lite version of the Parish Plan for easier reading, condensed version of the Draft Parish Plan would be placed on website and social media to encourage more members of the community to comment on the plan. The consultation will be extended until the 3<sup>rd</sup> Feb when this can be further discussed at the next PC meeting.

Proposed ER

Seconded GM

**e) To receive a verbal report from the Staffing Committee and agree to an amendment to the terms of reference.**

DV spoke on the item, the staffing committee are proposing an amendment to the TOR's to be returned to the original NALC version as originally produced. At the Oct meeting it was put to the PC but GRM requested that the committee should be back to the full Council any recommendations, but it is deemed necessary for timeliness and legal requirements for any grievance or disciplinary to make the decisions at Staffing committee level in order to take whatever action necessary.

Proposed DV

Seconded DB

**f) To review the rights of way and access issues**

DB had provided a report including photos of many of the footpaths in the village which need repair having deteriorated over the year given the extra footfall due to daily exercise during Covid. The Clerk recommended reporting these online as well as sending the report to the Countryside team. It was agreed to send the report in the first instance and possibly arrange a meeting with the rangers. A copy to be sent to the volunteers to see if of the maintenance works can be carried out by them.

**g) To agree to receive the local restriction grant support for the Reading Room**

The Clerk explained that the PC had applied for the small business grant and was successful to the amount of £10,000, and then given the next lockdown the PC also applied for the local restriction grant due to the closing of the RR, the amount of £1334 would be paid monthly. The PC need to agree to accept this grant. It was asked if the grant is to be used on the RR only, it was noted that the grant is for the business that being the Reading Room address so any function that the business undertakes can be funded by this grant. The grant can be spent on anything that requires administration. The original grant was originally proposed for the RR project for a screen, and upgrade of the Reading Room including external painting, that could include an accessible toilet in the RR. DD suggested that the PC could look to see how the money could be spent to support the local community to get through Covid. The Councillors fully supported this proposal.

Proposed DD

Seconded AB

**h) To consider the receipts and payments for Jan**

All payments approved in line with internal controls.

Bank balances as of 31<sup>st</sup> December 2020-£86,927.44

Proposed ER

Seconded AB

The Clerk asked the Council to consider the new signatories on the United Trust Bank fixed term bonds, it was agreed that AB, DD and the new Clerk were to be added to the Bank.

Proposed ER

Seconded GM

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### i) To consider an amendment to the financial regulations (GRM)

This will be referred to the F & GP meeting for consideration and recommendation to the full Council in the future. **Action F & GP**

Proposed ER

Seconded AB

### 21/01-7 Items for information only

#### a) To receive any items of correspondence since the last meeting

Metal detecting in the village- the PC do not support metal detecting at present on their land those who enquire will be asked to contact each landowner for permission. **Action ER**

#### b) To receive village maintenance items

The sand pit that has been developed in the play area needs to be repaired, ER asked if the volunteers can assist with this, the hole needs filling in with soil. **Action ER/Volunteers**

Volunteers have requested drag forks to help with the work on the ditch- this was agreed, DD noted that a plan for the ditch needs to be created in line with the Flood Plan. **DV to action**

Proposed DB

Seconded ER

Volunteers need new PPE for working on the road and in the village, this was in the budget for 2021-22 but there are funds available, this is to be ordered. **Action Clerk/Volunteers**

Proposed DB

Seconded ER

The Zip wire requires a service and as the company is working in the area later in January this was proposed to be carried out at a cost of £200 plus vat. The seat has yet to be replaced by the company and the sleeve on the chain that has split and needs taping up until the new seat arrives. DB offered to tape the stitching **Action DB**

The bollard by the toilets to be reported to DC again.

The footpath report to be sent to the volunteers for their consideration.

Official Dorset Council dog poo signs have been purchased and awaiting installation on the playing field and play area. **Action ER**

#### c) Items for the BVN, Website, Facebook.

BVN deadline 15<sup>th</sup> Jan, Parish Plan Lite, new Cllrs needed, appointment of new Clerk and thanks to current Clerk, thanking second homeowners for not visiting their homes in the village and adhering to Covid restrictions.

### 21/01-8 Items for the planning committee meeting on 13<sup>th</sup> January 2021

Agenda now publicised, site meeting to be arranged with social distancing, Cllr Roberts asked to attend the site meeting. Many comments have been received from the residents on the applications being considered, these have all been circulated to Cllrs.

### 21/01-9 Items for the PC meeting on 3<sup>rd</sup> February 2021:

Actions from the last play area inspection (ER), Corncrake Plan following consultation (DD) Reading Room grant funding plans and future use if funds for community benefit (DB/AB).

#### Open public forum part 2

A resident commented on the both the Corncrake and Parish plan they were extremely good and thorough, difficult to disagree on the suggestions and looking to the future. Following the discussions for the grant could some of the money go towards the painting of the older equipment.

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Regarding the sand pit that has been created, why would someone do this and was it an animal. It was noted that the holiday home letter is a good idea and a good place to put this is on the 3 Facebook pages.

A resident also commented on the sand pit as this may be badgers, this will be investigated.

A resident thanked the PC for agreeing to the tools for the volunteers for the ditch, thank you for the report on the footpaths it shows the number of people using them and that they are valued, regarding the phone box the school are doing online and face to face learning so there may be some delay in starting this project.

A resident thanked the PC for the support to the volunteers, secondly that there are extensive stocks of salt and grit should anyone need it. It was noted that this has been an extremely helpful, informative, and positive parish council meeting.

MR- not a lot from DC as it shuts down over festive period, in December the harbours revision orders went through full Council, there have been some long standing regs and the last revision being in 1580, work is required at the Cobb so these revisions will aid this progress.

If any Cllrs know anyone in need during Covid please contact the Dorset Council for support, he thanked the Burton Bradstock Covid support group who have been doing a fantastic job. MR echoed the comments about the PC meetings and always enjoys attending.

A resident asked that when the site meetings are held for the planning applications, that Cllrs are invited to attend this residents garden to view the property. DD commented this may well happen, but it will be up to the Cllrs who attend the site meeting.

The new Clerk thanked Cllrs for letting her sit in on the meeting and look forward to meeting everyone again in February.

Open meeting closed at 9.00 pm

### **21/01-10 To consider moving to closed session to discuss the PO and VS agreement**

It was agreed that the future discussions and arrangements on the PO agreement with the PC and allocation of costs will be carried out by AB and DB, this will include agreeing protocols going forward.

Proposed ER

Seconded SM

The thatch costs will be considered at a future PC meeting when all quotes have been received but the works will not happen until after the summer crop of wheat at the earliest.

The Council discussed the roles and responsibilities and updated the list accordingly this will be publicised on the website.

The changes are:

Volunteer liaison - Cllr Dave Venn

DAPTC- Cllr Grant Mulry

Reading Room- Cllr Darren Batten & Cllr Andrew Bailey

PO & Village shop including Village Society reps- Cllr Andrew Bailey & Cllr Darren Batten

Cllrs agreed that it is great to see so many people attending the PC meetings.

Meeting closed at 9.40pm