

# Burton Bradstock Parish Council

Chair- Graham Moody

Clerk- Lesley Windsor



## Minutes of the Parish Council meeting held on Wednesday 28<sup>th</sup> September 2022

19:30 at the Reading Room with Zoom access for the public

**Andrew Bailey (AB)**

**Graham Moody (GM)**

**Michael Henderson (MH)**

**7 members of the public**

**Robert Hawes (RH)**

**L Windsor (Clerk/RFO)**

**Cllr Mark Roberts**

**Open Public Forum Part 1- limited to 3 mins per person up to 15 minutes for electors, residents in the parish or adjoining parishes to comment on any items to be discussed for decision.**

The Council is asked to note that Public Time is not part of the formal meeting of the Council and minutes cannot be produced. (Public Bodies (admission to meetings) Act 1960 s 1 extended by the LGA Act 1972 s 100.

All documents for the meeting are available from the Council's website

[burtonbradstockparishcouncil.org/](http://burtonbradstockparishcouncil.org/)

**22/9-1 To elect the Chairman for September 2022 and sign the Acceptance of Office**

Graham Moody elected and signed the acceptance of office. Resolved

**22/9-2 To consider filling current Councillor vacancies by co-option, sign an acceptance of office**

Mike Henderson welcomed to the council and signed an acceptance of office

Resolved **Clerk to send link to Register Members interest and sign up for new Cllr training with DAPTC**

**22/9-3 To receive apologies for absence**

Cllr LM

**22/9-4 To receive declarations of interest and grants of dispensation**

None

**22/9-5 To approve the minutes of the Parish Council planning meeting held on Wed 6<sup>th</sup> July**

Resolved

**22/9-6 Matters arising from the above minutes for information only and ongoing actions.**

- Magna would not be interested in the Reading Room for development for affordable housing but suggested the PC ask if the CLT would work with a potential occupier to design an appropriate home. The works might be managed by the CLT or in conjunction with a housing association. **GM to contact CLT and other housing associations.**
- RR has been deep cleaned. Council agreed to engage a cleaner for the Reading Room 2hrs x twice monthly. **AB to ask a local cleaner**
- Council asks for books stored in Reading Room to be removed. **RH to ask owner of books**
- Clerk has had no reply from Magna either on the suggestion of funding a defibrillator on Annings Lane or the maintenance issues of their land in the village. **Clerk to approach the local housing manager with a new email address offered by GM. GM to check with VHS about sign-posting defibrillator**
- One flood barrier picked up by Buckland Newton and another to be collected by Gillingham Town Council. The remaining two given to a BB parishioner.

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- Bank mandate forms sent off with updates of new Cllrs and old councillors removed.
- Goal posts have been installed.
- WGS gave us a £30 reduction in the bill for not cutting Corncrake but say the play area was always done. **Clerk to ask WGS to notify us when cuttings have been done**
- F&GP meeting was held to update Standing orders and Financial Regs. Next F&GP meeting to complete the review of Financial regs tbc.
- Park benches are being fitted soon by the R&M contractor.
- Email has been sent to Dawn Heath to ask for a survey to start a reapplication for a SID.
- Chris Loders met with Adam Gough (head teacher) and others and has agreed to join the community speed watch for a session.
- Chris Loder responded to RH's email follow up on speed changes to say he would be talking to Dorset Council.
- Anne King has now resigned so LM will need to take the lead on CERP but she is unable to complete flood warden training in October. A request has been put in the BVN asking if any parishioners would be interested. AK has agreed to continue being a flood warden and will take the training as well as hold the CERP information evening at the village hall on Tues 18<sup>th</sup> Oct.
- The CLT have sent an email acknowledging the PC's proposal but have not come back with a formal reply as yet.
- The school were delighted with the PC's offer to fund their participation in The Candle on the Hill event.
- Locks have been sorted for both field gates.
- A Parish Councillor needs to take over the Dog Fouling campaign from Anne King.
- An email has been sent to Environmental Health re the removal of the Litter/Dog Waste Bin from Annings Lane near Norburton . The bin was removed due to lots of complaints from the owner of a house nearby. Parishioners attending the PC meeting stated that there were not enough dog poo bins in the village, and they did not want to lose that one. They also suggested signposting where the dog poo bins are would support a future dog fouling campaign in the village. A member of the public is going to advice the clerk of a homeowner close by [SW corner of Annings Lane & Norburton I think] that agrees to have the bin sited by their house. **Clerk will pass this detail onto Environmental Health.**

**22/9-7**      **Items for decision: papers provided for all items for decision prior to the meeting**

**22/9-7a**      **To consider any planning items in circulation**

- i.    P/LBC/2022/05540 Location: 33 Grove Road Burton Bradstock Bridport DT6  
4QT Proposal: Replacement window to south elevation  
Resolved **No Comment**
- ii.   P/HOU/2022/02262 Location: Orchard House Grove Road Burton Bradstock  
Dorset DT6 4QU Proposal: Demolition of conservatory, erect two storey  
extension, rear single storey garden room extension, various fenestration  
changes and formation of hardstanding at rear and vehicle access to Annings  
Lane  
Resolved **No Comment**

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- 22/9-7b To agree new membership of the staffing committee**  
Due to the resignation of 4 Cllrs earlier on this year, a new staffing committee will be formed consisting of GM, RH, LM, MH  
Resolved
- 22/9-7c To consider next steps after the resignation of Clerk/RFO and recruitment of replacements(s)**  
The Clerk, in consultation with AB as Chair, used her “emergency” powers under Financial Regulation 4.5 to place adverts for the post(s) with DAPTC and the Bridport News to appear as soon as possible. The urgency for this was to try to have a new Clerk/RFO appointed in time for a handover in the second half of November, the short timescale having been caused by the inability to meet formally as a Council following the Queen’s death and period of national mourning.  
The Council approved the revised salary scale for the post(s) as being spinal column points 24-32 depending on experience and qualifications. Resolved
- 22/9-7d To agree the appointment of (non-exclusive) repair and maintenance contractor (see report)**  
Orders must be made through the Clerk to ensure cover through the Council’s insurance policy.  
Resolved
- 22/9-7e To consider if the length of the rotating chair be extended from 2 months due to changing Cllrs and appointment of new clerk.**  
It was suggested that 4 months would help support the new clerk and GM agreed to this.  
Resolved
- 22/9-7f To consider on how to move forward on the agreement that the Parish Council would provide an additional defibrillator for the village, sited around the Annings Lane end of BB. AB to contact Magna and look at funding and best placement of defibrillator for the Oct PC meeting. Resolved**
- 22/9-8 Finance and general purposes**
- 22/9-8a To consider the report following the F&GP group’s deliberations and agree changes to the BBPC’s Standing Orders and Financial Regulations. (Report and draft standing orders on website)**  
Recommendations that the Council:
1. considers the draft Standing Orders with a view to adopting them subject to:
    - i. SO20 be reviewed by the Staffing Committee with a view to its reporting back with any proposed changes.
    - ii. checking with DAPTC that SO3(y) is in order.
  2. considers the changes to Financial Regulation 11h) set out in the report with a view to approving and amending them.
- After further discussion, due to the past difficulties in finding contractors it was suggested that there should be an exception clause.  
**Clerk to check 3y of standing orders with DAPTC**  
**Council should discuss at next F&GP meeting and bring a report to the next meeting. 3 agree, 1 abstention, Resolved**
- 22/9-8b To receive the final audited accounts of 2021-2022**  
No recommendations made and closure notice has been displayed and published on the PC website.

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- 22/9-8c **To consider the receipts and payments for September (Clerk)**  
Resolved
- 22/9-8d **To agree on allotment charges, the increase for 2022 being at CPI 9.9% and in accordance with the long-standing agreement with the Allotment Association**  
2 agreed, 2 abstained, Resolved
- 22/9-8e **To receive village maintenance items and actions**
- i. Maintenance of Corncrake (GM)  
Recommend that:
    1. The Council adopts the maintenance regime for the eastern part of Corncrake as set out in report and accepts the Volunteer's generous offer to implement it; and
    2. the Corncrake Management Plan is amended to incorporate the maintenance regime asset out in report. Resolved
  - ii. Maintenance of the recreational area.
    1. A site visit needed to decide where the basketball post should be re-placed.
    2. Zip wire inspection is booked
    3. Benches to be fitted soon
    4. Goal post nets to be researched as there is a danger to wildlife being caught.
    5. Clerk to ask school and advertise in BVN for volunteers for weekly inspections. Resolved
  - iii. Maintenance of Reading Room and Post Office (AB)
    1. The cistern in the ladies toilet needs fixing.
    2. The guttering needs fixing to see if that is causing damp inside
    3. The PO needs netting to protect the newly thatched roof. Resolved
  - iv. Volunteer Group
    1. The Parish Council pay for a local service agent to maintain then service tools that have been donated to the group at an estimate of the cost being below £500. Resolved
- Items for information only**
- 22/9-9 **To receive any comments on items of correspondence since the last meeting (sent to Cllrs)**
- Cost of living leaflets printed and will be distributed with Oct BVN
  - SAAA 2022 Opt-out Communication-Cllrs agreed not to do this
  - Annual Sandbag Store Check- PT advised we had plenty of sandbags. To put an advert in the BVN offering to parishioners.
- 22/9-10 **Items for the BVN, Website and Facebook**
- Advertise Councillor vacancies
  - Advertise for weekly playground inspection volunteers
  - Inform about new goal posts and benches
  - Offer new style sandbags

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## Items for next PC meeting on Wednesday 19<sup>th</sup> October 2022

- Corncrake
- Basketball post/nets
- Playground gate
- Defibrillator
- Offer to buy the apple pressing equipment
- Removal of urinals in the RR
- Review PC's policy on the use of weedkiller on PC land.
- F&GP -updating of financial regulations.

**Meeting closed TIME 21.15**

**Open Public Forum Part 2- up to 15 minutes for electors, residents in the parish or adjoining parishes to raise any items of information or propose issues for future Council Meetings. Each speaker to speak for a maximum of 3 minutes subject to the Chair's discretion**

If members of the public want to formally propose a matter for a future Agenda. Please note that members of the public wishing the Council to [discuss and / or] decide on a particular issue at a Council meeting should write to the Clerk at least 10 days before the meeting setting out the details. This is to ensure that adequate notice of and information on the matter may be given and that statutory timescales can be met. This can then be listed in the correspondence.