

# BURTON BRADSTOCK PARISH COUNCIL

The Reading Room, High Street, Burton Bradstock, Bridport, DT6 4QA.

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Chair: Cllr Moody Clerk: Paul Russell



Date of Publication: Wednesday 14<sup>th</sup> December 2022

**To:** Cllr Moody (Chair), Cllr Hawes, Cllr Henderson and Cllr Mealing. (7 vacancies)

You are hereby summoned to attend the Full Parish Council Meeting of Burton Bradstock Parish Council that will be held on **Wednesday 21<sup>st</sup> December 2022**, commencing at 19:30 hours at The Reading Room, High Street, Burton Bradstock, Bridport DT6 4QA.

Paul Russell  
Clerk to the Council

## AGENDA

- 1. APOLOGIES** – To receive apologies for absence.
- 2. DECLARATIONS OF INTEREST** – To receive declarations of interest and grants of dispensation
- 3. MINUTES** – To approve the minutes of the Parish Council meeting held Wednesday 16<sup>th</sup> November 2022
- 4. MATTERS ARISING** from the above minutes for information only and ongoing actions.
- 5. PLANNING MATTERS** – The following Planning Applications have been received:

**Application No:** P/VOC/2022/07383

**Location:** 4 Beach Road, Burton Bradstock Dorset DT6 4RF

**Proposal:** Erect 1.no dwelling (with variation of conditions 2, 3, 4, 5 & 7 of planning permission P/FUL/2021/03186 - to amend plans)

**Application No:** P/HOU/2022/07658

**Location:** 45 Darby Lane Burton Bradstock Dorset DT6 4QX

**Proposal:** Installation of electric car charger box

**Application No:** P/LBC/2022/07659

**Location:** 45 Darby Lane Burton Bradstock Dorset DT6 4QX

**Proposal:** Installation of electric car charger box

## 6. FINANCIAL MATTERS

- (a) **Financial Report** – To consider the attached Financial Report.
  - (b) **Corncrake Playing Fields** – To consider the purchase of a tonne of scalpings for maintaining the accesses around this playing field. Costs to be advised at the meeting.
  - (c) **Bench, Annings Lane** – To consider the repair or replacement of this bench.
  - (d) **Payments** – To approve the attached payments list.
  - (e) **Budget 2023/24** – To formally consider and adopt the 2023/24 Budget for Burton Bradstock Parish Council. Please see the attached budget report.
  - (f) **Parish Precept** – To formally consider requesting a precept from Dorset Council for 2023/24.
  - (g) **Internal Auditor's Report** – Please see the attached report for consideration.
  - (h) **External Auditor Appointment** – To note the BDO LLP, based in Southampton, have been formally appointed as external auditor for 2022/23 until 2026/27. Fees will be £210 + VAT per annum
7. **Ward Councillor Report** – To receive the Ward Councillor's report.

## 8. COUNCIL MATTERS

- (a) **Communications** – To consider items for the BVN, website and social media.
  - (b) **Reading Room Repairs and Maintenance** – To consider repairs and maintenance of the Reading Room.
  - (c) **Basketball Project** – To consider the next stages of the basketball project.
9. **Date of Next Meeting** – To note that the date of the next meeting will be held on Wednesday 21<sup>st</sup> January 2023. Councillors are requested to consider items for inclusion.

### **Public Open Session**

A request has been made to update the Council on gigabit broadband progress to date and where the project currently stands.

***After the formal business of the Council is concluded there will be an OPEN PUBLIC FORUM of up to 15 minutes for attendees 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. The Council will take an informal note of matters raised in order to inform the Agenda for the next Council meeting.***

***Please note that members of the public wishing the Council to debate a particular issue at a Council meeting should write to the Clerk at least 10 days before the meeting setting out the details including what it wants the Council to do. This is to ensure that adequate notice of and information on the matter may be given and that statutory timescales can be met. Any urgent matters should be reported to the Clerk as soon as possible.***

# Burton Bradstock Parish Council

Chair- Graham Moody

Clerk- Lesley Windsor



## Minutes of the Parish Council meeting held on Wednesday 16<sup>th</sup> November 2022

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

|                         |                       |
|-------------------------|-----------------------|
| Graham Moody (GM)       | Robert Hawes (RH)     |
| Lisanne Mealing (LM)    | L Windsor (Clerk/RFO) |
| Michael Henderson (MH)  |                       |
| 5 members of the public |                       |

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/)

|         |   |
|---------|---|
| 22/11-1 | To receive apologies for absence<br>AB, MR  |
| 22/11-2 | To receive declarations of interest and grants of dispensation<br>None  |
| 22/10-3 | To approve the minutes of the Parish Council meeting held on Wed 26 <sup>th</sup> October 2022<br>Item 22/10-6c iii was removed from the main meeting and discussed in the closed session   |
| 22/11-4 | Matters arising from the above minutes for information only and ongoing actions. <ul style="list-style-type: none"><li>• CLT are drawing up pictures for how the affordable housing would look on Cliff Rd but turned down the offer of making the Reading Room into affordable housing having taken advice and they would find no housing association to partner them.</li><li>• Cleaner has a key and will clean fortnightly on Tuesdays.</li><li>• Flood barrier gel bags have been advertised in the BVN.</li><li>• We have received information from WGS and Bridport Council on their use of chemicals</li><li>• It was proposed to change the PC's policy in the play area of not using glyphosate to spot use on areas affecting the matting. Clerk to ask Wessex Ground Services if they had someone trained that could manage the weeds at the same time as cutting the grass.</li><li>• Having contacted Dorset Highways, Magna Housing and BT, they all deny ownership of the proposed site.</li><li>• AB to go back to Dorset Council Highways who logically must own the site to get permission for using this site before the end of the month as the funding from the British Heart Foundation runs out at the end of November although will be available again next year at some stage.</li></ul> <p>Recreation area</p> <ul style="list-style-type: none"><li>• John Lewis has fixed the fence and moved the gate</li></ul> |

Chairman's signature:  
16/11/2022

# Burton Bradstock Parish Council

|          |   |
|----------|---|
|          | <ul style="list-style-type: none"> <li>• Ken Hussey has been asked to do the work on the zip wire platform</li> <li>• The volunteers' have completed the work putting stone down in the gateways.</li> <li>• Sutcliffe's haven't come back on about the invoice for work not done.</li> <li>• Football nets have been purchased.</li> <li>• Specifications for the basketball area will be costed and RH to bring to Decembers meeting.</li> <br/> <li>• JL has been asked to look at the men's urinal job.</li> <li>• Briens are coming to look at the post office roof so AB will ask them to look at the cause of the Reading Room damp patch at the same time.</li> </ul>   |
| 22/11-5  | Items for decision: papers provided for all items for decision prior to the meeting   |
| 22/10-5a | <p><b>To consider</b></p> <p><b>I. If the replacement of the litter bin in Annings Lane should be requested to be positioned near to the footpath known as The Drain.</b><br/>The neighbouring house was asked about this but they weren't in favour. After discussion it was decided the only suitable place was to reinstate where the bin had been. <b>Proposal for Clerk to message DC and say the Parish Council want the bin reinstated. Resolved</b></p> <p><b>II. Do we require additional bins in Burton Bradstock or/and some bins to be moved to more prominent places in the village with information on the whereabouts of litterbins to be made available to residents and visitors.</b><br/>A list has been made of where the bins are at present. <b>Clerk to ask DC about whether we could have more bins. Also, to ask through social media and the BVN what other parishioners think. Resolved</b></p> <p><b>III. Councillor Mealing's offer to volunteer to be the PC's website and social media lead. Clerk to send LM all social media access. Resolved</b></p> <p><b>IV. Requesting Dorset Council take timely action in respect of planning enforcement notices, including those at The Old Coastguards caravan park, and the Forest and Tree Care premises on Bredy Lane.</b><br/>After discussion it was suggested planning department should send out a to town and Parish councils an update list on planning decisions similar to the weekly notification service sent out about licensing applications. DAPTC, BLAP and Cllr Roberts to be asked to support us in this request. <b>Resolved</b></p> <p><b>V. Dorset Councillor Mark Roberts' request for an earlier opportunity to update the PC on Dorset Council news than at the beginning of the 2<sup>nd</sup> open public forum.</b><br/>Cllrs believe having MR at our PC meetings is beneficial if he can support us on our agenda items therefore it was proposed to offer a slot for him to update us on any Dorset Council news pertinent to our parish. After the items for decision on the agenda. Chairman to write to Cllr Roberts <b>Resolved</b></p> <p><b>VI. A recommendation from a member of the public that the parish council develops and implements an action plan to overcome the flood risk in Burton Bradstock, in support of the Community Emergency Resilience Plan.</b><br/>It is proposed to put a flood plan within the resilience plan. When this is being completed the PC will ask the EA to a meeting to explain how their modeling of the bank at Freshwater works. <b>LM to organize next meeting for CERP group. Resolved</b></p> |

# Burton Bradstock Parish Council

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|         | <p><b>Approving time, travel and subsistence payments to the new Clerk &amp; RFO to secure a smooth handover on the current Clerk and RFO's leaving the council's employment.</b></p> <p><b>Resolved</b></p>   |
| 22/11-6 | Items for information only   |
|         | <p><b>To receive:</b></p> <ul style="list-style-type: none"> <li><b>i. The finance report of receipts and payments</b><br/>Clerk to add payments to Zurich and JL to the payment list. <b>Resolved</b></li> <li><b>ii. An update on the recent damage to the post office. (See meeting papers)</b> To be covered by the insurance of the neighbour whose tree fell down.</li> <li><b>iii. Information on any repair etc. orders issued under financial regulation 11.k</b><br/>JL sent specifications for the Reading Room urinals. KH sent email to confirm work on the zip wire platform.</li> <li><b>iv. Any comments on items of correspondence since the last meeting</b> <ul style="list-style-type: none"> <li>• <b>Future volunteer invoices to be sent to clerk by JL</b></li> <li>• <b>All the preparation completed to submit the PC's request for a 20mph zone in the village</b></li> <li>• <b>Agree to permission for Duck race subject to appropriate risk assessment</b></li> <li>• <b>To replace bench in Cliff Rd with hardwood slats and repair.</b></li> </ul> </li> </ul> |
| 22/11-7 | <p><b>Items for the BVN, website and social media</b></p> <ul style="list-style-type: none"> <li>• <b>Dog poo bins</b></li> <li>• <b>Ideas for community use of the Reading Room</b></li> <li>• <b>Welcome the new clerk</b></li> </ul>  |
| 22/11-8 | <p><b>To agree items for and date of next meeting</b></p> <p>Next meeting 21<sup>st</sup> December 2022</p> <ul style="list-style-type: none"> <li>• Application for 20mph zone in the village</li> <li>• Details on basketball area to be agreed</li> <li>• Xmas drinks and snacks</li> </ul>   |
|         | <b>Meeting closed 9pm</b>  |
|         | <p><b>Open Public Forum Part 2- up to 15minutes 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</b></p> <p>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.</p>   |