

BURTON BRADSTOCK PARISH COUNCIL

Chair: Cllr Moody Clerk: Paul Russell

FULL COUNCIL MINUTES

Minutes of the Full Parish Council Meeting of Burton Bradstock Parish Council held on Wednesday 21st December 2022 commencing at 19:30 hours at The Reading Room, High Street, Burton Bradstock, Bridport DT6 4QA.

Members Present: Cllr Moody (Chair), Cllr Henderson and Cllr Mealing.

Also Present: The Clerk to the Council and five members of the public

Open Public Forum Part 1: To enable electors and residents of the parish or adjoining parishes to comment on any items to be discussed for decision. Under the Public Bodies (admission to meetings) Act 1960 s1 and extended by the LGA 1972 s100 no minutes are produced.

22/12/1 APOLOGIES – Council noted that no apologies had been received. Ward Councillor Roberts was not in attendance.

Members were informed that Mr Robert Hawes had formally resigned from the Council.

22/12/2 DECLARATIONS OF INTEREST – No Declarations of Interest or grants of dispensation were made.

22/12/3 MINUTES – Council **RESOLVED** that the minutes of the Full Council meeting held on Wednesday 16th November 2022 be agreed and signed as a correct record.

Item 22/10/3: A request was made to distribute the confidential minutes relating to this item.

22/12/4 MATTERS ARISING

The following matters were raised:

- 22/11/4 – It was agreed to contact Wessex Ground Services to confirm whether they could carry out the spraying of weeds on the rubber play area surfaces in the play area and to obtain a cost for the works;
- 22/11/4 – It was agreed in consultation with former Councillor Bailey to contact Dorset Highways to establish ownership of the land and request permission to use it for siting a defibrillator;
- 22/11/4 – It was confirmed that Sutcliffe had not undertaken the works nor had the invoice been paid. It was agreed to chase this up again;
- 22/11/4 – It was agreed to pursue completion of the works to the urinals in the Reading Room;
- It was agreed to pursue O'brien Roofing to provide a quotation to repair the roof and front barge board of the Reading Room;

Chairman's Signature:
21/12/2022

- 22/10/5(a)(i) – It was noted that the litter bin in Annings Lane had been replaced;
- It was agreed to obtain costs from Dorset Council for the cost of providing and installing new litter bins and the charge for emptying them on a weekly basis;
- 22/10/5(a)(iv) – It was agreed to request a list of outstanding planning enforcement notices from Dorset Council;
- It was agreed to chase up the Environment Agency following their offer to share information on the development of flood plans.

22/12/5 PLANNING MATTERS – Council agreed to submit the following comments relating to the Planning Applications 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)
Observation: No comment.

Application No: P/HOU/2022/07658
Location: 45 Darby Lane Burton Bradstock Dorset DT6 4QX
Proposal: Installation of electric car charger box
Observation: No comment

Application No: P/LBC/2022/07659
Location: 45 Darby Lane Burton Bradstock Dorset DT6 4QX
Proposal: Installation of electric car charger box.
Observation: No comment

Application No: P/VOC/2022/07875
Proposal: Replacement detached, single storey private studio.(with variation to condition 2 of planning permission P/HOU/2022/05674 - to amend external materials)
Location: Four Winds Coast Road
Observation: No objection to the proposed materials but Council requested that confirmation be sought that the original footprint of the proposal has not been increased.

22/12/6 FINANCIAL MATTERS

- (a) **Financial Report** – Council considered the attached Financial Report presented. A number of questions were raised requesting clarification regarding previous income and expenditure:
- Wessex Grounds Maintenance invoice – the VAT had been incorrectly shown and would be amended;

- Clarification of the allotment deposits was sought. It was agreed that allotment deposits should be ringfenced and an Earmarked Reserve created;
- Maintenance costs relating to the Post Office – clarification would be provided on costs incurred and the calculation of the contribution from the Village Trust;
- The bank reconciliations up to November 2022 were noted;
- Some concern was expressed that the back-up paperwork for certain transactions were not accurate. This would be investigated;
- The reimbursement payment to the Clerk for home working would be clarified.

(b) **Corncrake Playing Fields** – Following consideration, Council **RESOLVED** to purchase one tonne of scalplings for maintaining the accesses around this playing field at a cost of approximately £46 inclusive of VAT.

(c) **Bench, Annings Lane** – Council noted that the poor state of the bench in Annings Lane had been brought to its attention. It was agreed to:

- Confirm whether Dorset Council was willing to pass the management and ownership of the bench over to BBPC;
- To consider whether BBPC wished to adopt the bench and add it to its asset list;
- Confirm the cost of providing and installing a new bench.

(d) **Payments** – Following consideration, it was proposed by Cllr Henderson, seconded by Cllr Mealing and **RESOLVED** to approve the following payments:

Supplier	Description	Net	VAT	Gross
Vodafone Ltd	Broadband	£26.27	£5.25	£31.52
Wessex Grounds Serv	Grounds Maintenance	£158.52	£31.70	£190.22
Dorset Council	Auto Traffic Counts	£425.00	£85.00	£510.00
Shirley Fowler	Cleaning Services	£90.00	£0.00	£90.00
Ecotricity	RR Electricity	£32.69	£1.63	£34.32
		£732.48	£123.58	£856.06

Council had previously approved the repair of the remaining two items of equipment by Fowlers.

(e) **Budget 2023/24** – Council agreed to defer consideration of the budget until its next meeting on Wednesday 18th January 2023. Additional information related to projected expenditure for the year would be developed and included.

(f) **Parish Precept** – It was proposed by Cllr Moody, seconded by Cllr Mealing and **RESOLVED** to defer consideration of setting a precept until its next meeting on Wednesday 18th January 2023.

- (g) **Internal Auditor's Report** – Council considered the Internal Auditor's Report. The following matters were discussed and agreed:
- Request a copy of the checklist undertaken by the Auditor to reach his recommendations;
 - Noted that the Asset Register would be updated for the year end accounts closure. The Register would include equipment serial numbers where appropriate;
 - Agreed to defer discussion of the recommendations relating to VAT refund claims, cyber insurance and delegated powers of the Clerk to the Finance & General Purposes Working Group meeting in January 2023.

- (h) **External Auditor Appointment** – Council noted that BDO LLP, based in Southampton, had been formally appointed as external auditor for 2022/23 until 2026/27. Fees would be £210 + VAT per annum

22/12/7 **Ward Councillor Report** – The Ward Councillor was not in attendance.

22/12/8 **COUNCIL MATTERS**

- (a) **Communications** – Council agreed to include the following items in the next BVN and on social media.

- Consultation on the need for and location of additional litter bins;
- Recruitment of new Parish Councillors;
- Dorset Council initiatives relevant to local residents.

- (b) **Reading Room Repairs and Maintenance** – Following discussion, it was agreed that the following actions be taken to continue with the repairs and maintenance of the Reading Room:

- Contact O'brien Roofing for a quotation to repair the roof and front barge board;
- Obtain a progress report of the works being undertaken to the urinals;
- Consider the replacement of the cracked glass above the main Reading Room door;
- Request the cleaner to clean the windows and to arrange for Mr Lewis to remove the secondary glazing so that a thorough clean could be undertaken.

- (c) **Basketball Project** – Following discussion, it was agreed that the following actions be taken to help progress to the next stages of the basketball project:

- An option had been put forward for the new facility to be sited but this needed to be reviewed and assessed together with other options;
- A quotation had been received providing a price for a hard surface. It was agreed to seek alternative quotes and to identify any specialist companies that may be able to provide various options;
- It was agreed to arrange a site visit to identify a suitable area for the facility including the possible use of a part of Concrake and to identify any potential issues regarding the flood plain.

22/12/9 Date of Next Meeting – Council noted that the next meeting of the Council would be held on Wednesday 18th January 2023.

There being no other business the Chair thanked everyone for attending and closed the meeting at 9.29pm.

CHAIR:

DATE:

Open Public Forum Part 2 - up to 15 minutes for electors and residents of 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.

Chairman's Signature:
21/12/2022