

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 22nd February 2023.

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

You are hereby summoned to attend the Full Parish Council Meeting of Burton Bradstock Parish Council that will be held on **Wednesday 1st March 2023**, commencing at 19:30 hours at The Reading Room, High Street, Burton Bradstock, Bridport DT6 4QA.

Paul Russell
Clerk to the Council

Open Public Forum: Prior to the commencement of the meeting there will be an opportunity for members of the public to comment on any items on the agenda to be discussed for decision. 15 minutes will be allocated in total with up to 3 minutes per person.

Representatives from the Portesham Patient Participation group will be in attendance at the meeting to explain this role, as this affects anyone registered with any GP practice.

AGENDA

1. ELECTION OF CHAIR

To elect a Chair of Burton Bradstock Parish Council following the resignation of Cllr Moody as Chair to the Council.

2. APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk.

3. CO-OPTION

To consider the co-option of the following people on to Burton Bradstock Parish Council:

- Mr R Ward
- Mrs Hawes
- Ms Joan Allan
- Ms Janet Pearson
- Mr Skinner

Following co-option new members will sign their Declaration of Acceptance of Office.

4. **DECLARATIONS OF INTEREST**

- 3.1 To receive declarations of interest from councillors on items on the agenda;
- 3.2 To receive written requests for dispensations for disclosable pecuniary interests (if any);
- 3.3 To grant any requests for dispensation as appropriate.

5. **MINUTES**

To approve the minutes of the Parish Council meetings held on 18th January 2023. (Attached)

6. **CHAIR'S ANNOUNCEMENTS**

7. **PARISH CLERK'S REPORT**

To receive an update on the previous Parish Council decisions. The report will be presented at the meeting.

8. **PLANNING MATTERS**

To consider responding to the following Planning Applications:

Application No: P/NMA/2023/00545

Location: 35 Annings Lane Burton Bradstock DT6 4QN

Proposal: Non-material amendment for Planning permission P/HOU/2021/04676 (Erect single storey replacement extension and extension of existing rear dormer) - install high window in staircase. [LINK](#)

Application No: P/FUL/2023/00573

Location: 3-5 Land Between Beach Road, Burton Bradstock DT6 4RF

Proposal: Erect outbuilding to rear of garden, for use by construction team as first aid point and temporary office, then for main house use as garden/storage and hobby area. [LINK](#)

Application No: P/FUL/2023/00614

Location: Old Coastguard Holiday Park Coast Road, Burton Bradstock DT6 4RL

Proposal: Retain existing drainage engineering works to control surface water discharge. [LINK](#)

Application No: P/HOU/2023/00825

Location: Gages Orchard Shadrach Burton Bradstock Bridport DT6 4QG

Proposal: Installation of 14 ground mounted solar panels (2 banks of 7 panels) at rear of side garden. [LINK](#)

9. **FINANCIAL MATTERS**

- (a) **Budget 2023/24** – To consider reviewing the 2023/24 budget. A Working Party meeting needs to be arranged.

- (b) **Payment List and Budget Monitoring Reports** – To consider the attached Report.
- (c) **Additional Items for Repair** – To consider the following items to be repaired:
- Repair both gates into the playground; remove gates and check mechanism, grease all moving parts, refit gates and adjust closing mechanism. £95
 - Refix wooden seat in playing field; £18
 - Replace water heater in washroom in Reading Room with similar unit:
 - Labour £50
 - Water Heater £90 approx.
 - To remove old cement fillet along joint with wall and pavement outside Reading Room and replace with new fillet of cement; £60
 - Sleeper outside toilet block: Fix a bollard on the end of the sleeper screwed into the road, Cost approximately £20.
 - Consider the repair to the finger posts in the village. The post by the old forge was hit by a high sided vehicle and the top is broken off, the top of the sign was saved but the wooden finger was lost and the bracket broken, also the finger post at the junction of Bridport Road and Station Road is missing its round finial top.

10. **Ward Councillor Report** – To receive the Ward Councillor’s report.

11. COUNCIL MATTERS

- (a) **Village Fayre Road Closure** – To note the road closure application and to comment if required. The closure will be for 29th May 2023 and the closure will include part of Church Street (from the junction with Donkey Lane to the eastern junction with Middle Street) and the short section of Middle Street to the west of the Village Green from 9am to 6 pm
- (b) **Communications** – To consider items for the BVN, website and social media.
- (c) **Reports from Outside Bodies** – To receive any reports from Members of outside bodies. Cllr Mealing will report following the Friends of Burton Bradstock meeting held on 14th February 2023.
- (d) **Flood Meeting** – To receive an update following the meeting with the Environment Agency held on 16th February 2023. Report to follow.
- (e) **Additional Bins** – To consider number and locations of additional litter bins following the recent consultation. Costs are £185 per bin plus £50 installation fee. Cost per empty is £5.25. All costs are exclusive of VAT.
- (f) **King Charles III Coronation** – This will be taking place on Monday 8th May 2023. To consider what involvement and support the Parish Council wishes to undertake.

- (g) **Use of Goal Nets** – To consider erecting wire netting behind the goal posts at the eastern end of the field to help improve informal use of the goals.
 - (h) **Defibrillator** – Grant applications for grants towards the cost of a defibrillator will be available later this year. Council has missed the current deadline. To establish whether there is still Council support for the Annings Lane proposal. Costs will be in the region of £2,000 in total with grant support.
 - (i) **Gigabit Broadband** – To receive an update on this initiative following on from the February 2023 public meeting.
 - (j) **Reading Room Repairs and Maintenance** – To receive an update on the repairs and maintenance of the Reading Room.
 - (k) **Basketball Project** – To consider the next stages of the basketball project. The consultation for this area has been extended until the end of February 2023.
 - (l) **SSE Community Advisor** – To consider holding a meeting to explain to the local community the welfare provisions that are available during power outages
12. **Date of Next Meeting** – To note that the date of the next meeting will be held on Wednesday 15th February 2023. Councillors are requested to consider items for inclusion.

Members are requested to consider the proposal for Council meetings to revert back to the second Wednesday of the month.

13. **CONFIDENTIAL ITEMS**
During the consideration of the following items the public and press will be excluded from the meeting.
- (a) **Confidential Minutes** – To consider the confidential minutes of the meeting held on 26th October 2022.
 - (b) **Clerk's Contract** – To consider adopting the Clerk's contract of employment

Public Open Session

Following the main Council meeting 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 may speak for a maximum of 3 minutes subject to the discretion of the Chair. This is not part of the main meeting and will not be minuted though notes will be taken. As a matter of law, during this session the Council cannot decide formally on any matters raised.

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 18th January 2023 commencing at 19:30 hours at The Reading Room, High Street, Burton Bradstock, Bridport DT6 4QA.

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

Also Present: The Clerk to the Council, Ward Cllr Roberts, five members of the public and one member of the public via the Zoom link.

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.

23/1/1 APOLOGIES FOR ABSENCE

There were no apologies for absence. All members were present.

23/1/2 CO-OPTION

Council **RESOLVED** to co-opt Mr Rigby on to Burton Bradstock Parish Council. He signed his Declaration of Acceptance of Office.

23/1/3 DECLARATIONS OF INTEREST

23/1/3.i There were no Declarations of Interest made.

23/1/3.ii There were no written requests for dispensations received.

23/1/3.iii No grants of dispensation were made.

23/1/4 MINUTES

Council **RESOLVED** to approve the minutes of the Parish Council meetings held on 22nd November 2022 and Wednesday 21st December 2022 subject to amending Minute 22/12/6(b) to read Concrake/Playing Fields.

23/1/5 CHAIR'S ANNOUNCEMENTS

The following announcements were noted:

- Efforts were ongoing to invite the Environment Agency to attend a Council meeting to discuss flooding in Burton Bradstock. This would continue to be pursued.

23/1/6 PARISH CLERK'S REPORT

The following report was noted:

Chairman's Signature:
18/01/2023

- A meeting with Jurassic to discuss the Gigabit initiative would be arranged as soon as practical possibly in the Village Hall in February 2023.
- Hire of Reading Room – The Clerk met with a potential hirer of the Reading Room. Although this was unsuccessful some ideas about future use of the Reading Room were discussed including a possible gallery space;
- A meeting with Redlynch Ltd to discuss the weeds growing through the safer surfacing and options for the basketball area was held onsite on Monday 16th January 2023. A quotation was awaited;
- The Clerk had spoken to the internal auditor following on from the previous meeting and clarified the issues raised;
- Cyber insurance would cost between £310 and £400. This would be reviewed in due course;
- Litter Bins – the cost of a litter bin was £185 + VAT. Installation was £50 and collections were £5.25 per empty. Specific dog bins were not supplied;
- It was agreed to chase up the land ownership of the proposed site for the defibrillator;
- The Clerk would investigate the costs and benefits of signing up to Parish Online, a mapping system for the sector;
- A response was awaited from Wessex Grounds Services regarding weed spraying. This would be followed up;
- Sutcliffe would be contacted to confirm what groundworks had been undertaken and the length of their guarantee/warranty on the safer surfacing put down in September 2019;
- The specification for the works to the urinals would be confirmed and the work authorised as soon as possible;
- A response from Planning and planning enforcement was awaited. Cllr Roberts would follow this up.

23/1/7 PLANNING MATTERS

Council noted that at the time of publication there were no Planning Applications to consider.

23/1/8 FINANCIAL MATTERS

(a) **Budget 2023/24** – Following discussion Council **RESOLVED** to adopt the budget for Burton Bradstock Parish Council and to review it fully at the next Finance meeting and amend as required.

(b) **Parish Precept** – Council **RESOLVED** to request a precept of £26,586 from Dorset Council for 2023/24. This would result in an annual Band D charge of £46.95, a £3.02 increase from the previous year.

(c) **Items for consideration** – Council **RESOLVED** to approve the following items:

Item	Gross Cost	Comment
Keter Outside Storage Bin	£159.99	Agreed to purchase. John Lewis would arrange.

Painting of the Bus Shelter ceiling	£96.00	Undertake in Spring and decorate entire bus shelter. Quote to be obtained.
Removal of branches by toilet block	£90.00	Agreed to be undertaken by John Lewis.
Removal of concrete in playground plus levelling	£54.00	Agreed to be undertaken by John Lewis.
BLAP Grant 2023/24	£119.48	Agreed to pay in 2023/24.
Grant Bridport CAB	£150.00	Agreed to pay in 2023/24.
Grant Bride Valley News	£150.00	Agreed to pay in 2023/24.
Grant Dorset & Somerset Air Ambulance	£150.00	Agreed to pay in 2023/24.

(d) **Payment List and Budget Monitoring – Council RESOLVED** to approve the following payments subject to the invoices being approved by Cllr Harding:

Supplier	Description	Gross
Vodafone Ltd	Broadband	£31.52
Wessex Grounds Services	Grounds Maintenance	£190.22
Ecotricity	Reading Room Electricity	£46.20
P Russell	Salary Jan (net)	£660.75
HMRC	PAYE	£165.00
HMRC	ERS Cont	£9.35
John Lewis	RR Repairs	£72.00
Graham Moody	Expenses	£52.64
		£1,227.68

(e) **Internal Auditor's Report –** The following update was noted:

- The interest from United Trust would be added to the income;
- VAT would be claimed at year end. The Government were suggesting that quarterly claims would become compulsory in the future to improve cash flow;
- Serial numbers of any equipment would be added to the Asset Register;
- Information regarding Cyber cover has been obtained. This would not be pursued at this time due to costs which range from £310 to £400;
- Delegated powers would be reviewed.

23/1/9 Ward Councillor Report – Council noted the following Ward Councillor's report.

- The time for Land Charges to be dealt with has dropped down to ten days;
- Dorset Council had been gritting the highways within Dorset. The focus was on A and B roads with well used C roads being gritted. A request to clarify the status of an important community road within the village was made;
- Dorset Council would have a budget shortfall of £26 million. A better settlement than expected had been received from Central Government and a balanced budget was being put before Dorset Council for approval;
- Council Tax would increase by 2% and the Social Care element by 1.99% resulting in a 3.99% increase;
- Council service charges were to increase by an average of 5%;

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- The final budget was expected to be £348 million with the majority of that being spent on adult and children's services;
- Funding for climate and ecological programmes had been allocated and all street lights would be upgraded to LED lights;
- Collection rate was projected at 98%.

23/1/10 COUNCIL MATTERS

- (a) **Burton Bradstock Community Library** – Council **RESOLVED** to nominate Cllr Mealing to be the Parish Council representative on this body.
- (b) **Communications** – Council agreed to include the following items in the March edition of BVN:
- Outline of the precept;
 - Recruitment of new Councillors;
 - Outline of what the Parish Council does;
 - Publicise that the Reading Room was for hire;
 - Noted that the deadline was 10th February.
- (c) **Amended Policies** – Following discussion, Council **RESOLVED** to adopt the Dispensation Policy. The Proper Officer would be delegated with the responsibility of considering and granting dispensation.
- (d) **Gigabit Broadband** – Following discussion it was suggested that a meeting be held in the Village Hall subject to availability. The next Full Council meeting would be held on Wednesday 15th February 2023 at 7.30pm and one suggestion was to hold it in the Village Hall and start half an hour earlier.
- (e) **Reading Room Repairs and Maintenance** – Following discussion, Council **RESOLVED** to appoint O'Brien Roofing to carry out the urgent repairs to the Reading Room roof subject to some contingency being allowed to replace the bargeboards if required, and to obtain further information on providing the required structure to secure the tiles to following the removal of the secret gutter. The quote received from O'Brien Roofing amounting to £1,489.86 was accepted subject to satisfactory responses to the additional information required.
- (f) **Basketball Project** – Council noted that the public consultation would be continuing until the end of February 2023. It was acknowledged that any new provision must be capable of withstanding flood conditions. An initial quotation had been requested from Redlynch Ltd.
- (g) **SIDs Update** – Council noted the following information:
- Site 2286 – Common Lane, Burton Bradstock (Survey carried out in 40mph limit) – This site does NOT meet criteria for SID even when applying to the 30mph limit with an 85%ile of just 31.1mph (WB into Village).
 - Site 3430 – Barr Lane, Burton Bradstock (30mph limit) – This site does NOT meet criteria for SID with an 85%ile of just 33.6mph (SEB into Village).

It was agreed to make the Speedwatch Team aware of the results of the survey and it was noted that there was a meeting on 7th February at 4pm to discuss 20mph zones in villages.

23/1/11 Date of Next Meeting – Council noted that the next meeting would be held on Wednesday 15th February 2023. The following items would be included:

- Community Emergency Plan – next steps;
- Parish Plan – Revisit goals set and timetable for completion.

Council **RESOLVED** that from 1st March 2023 Full Council meetings would be held on the first Wednesday of the month.

23/1/12 Confidential Minutes – Council agreed that the confidential minutes of the meeting held on 26th October 2022 be reviewed and considered at the Full Council meeting in February.

There being no other business the Chair thanked everyone for attending and closed the meeting at 9:32pm.

CHAIR

DATE

Public Open Session

Following the main Council meeting there was an OPEN PUBLIC FORUM of 15 minutes for attendees to raise any items of information or propose issues for future Council meetings. As a matter of law, during this session the Council cannot decide formally on any matters raised.

Chairman's Signature:
18/01/2023
