

BURTON BRADSTOCK PARISH COUNCIL

Chair: Cllr Lianne Mealing

Locum Clerk: Jo Hughes

FULL COUNCIL MINUTES

Minutes of the Full Parish Council Meeting of Burton Bradstock Parish Council held on
Wednesday 3rd May 2023 commencing at 7.30pm
The Reading Room, High Street, Burton Bradstock, Bridport DT6 4QA.

Present:

Councillors:

Lianne Mealing (*Chair*)
Joan Allen
Alison Hawes
Mike Henderson
Janet Pearson
Nichola Riches
Graham Skinner
Bob Ward
Mark Roberts (*Dorset Council*)

Officers:

Jo Hughes (*Locum Clerk*)

Public:

4 members of the public (2 for co-option to the Parish Council)

23/5/1 To elect the Chair for 2023/24 and sign the Acceptance of Office

Cllr Lianne Mealing was nominated for the role of Chair by Cllr Mike Henderson and seconded by Cllr Bob Ward. All in favour.

23/5/2 To elect the Vice Chair for 2023/24 and sign the Acceptance of Office

Cllr Nichola Riches was nominated for the role of Vice Chair by Cllr Lianne Mealing and seconded by Cllr Alison Hawes. All in favour.

23/5/3 Apologies for Absence

Apologies were received and accepted from Cllr Derek Rigby.

23/5/4 Declarations of Interest and Grants of Dispensation

- i. There were no declarations of interest made. Councillors to declare an interest at the time should the need arise.
- ii. There were no written requests for dispensations and no grants of dispensation were made.

23/5/5 Co-option of Councillors

Council resolved to co-opt Nicholas Lockwood onto Burton Bradstock Parish Council.

Proposed: Cllr L Mealing

Seconded: Cllr M Henderson Resolved

Council resolved to co-opt Lesley Waite onto Burton Bradstock Parish Council.

Proposed: Cllr G Skinner

Seconded: Cllr A Hawes

Resolved

The newly co-opted Councillors signed their Declarations of Acceptance of Office.

Chairman's Signature:

05/07/2023

23/5/6 Minutes of the Extraordinary Parish Council Meeting held on 4th April 2023

Council resolved to approve the minutes of the Extraordinary Parish Council meeting held on 4th April 2023 and the minutes were duly signed.

Proposed: Cllr J Allen

Seconded: Cllr B Ward

Resolved

23/5/7 Matters Arising from the above minutes

The Staffing committee was confirmed as Cllr Mealing, Cllr Henderson, Cllr Hawes, Cllr Rigby and Cllr Ward.

23/5/8 Minutes of the Parish Council Meeting held on 5th April 2023

Council resolved to approve the minutes of the Parish Council meeting held on 5th April 2023 and the minutes were duly signed.

Proposed: Cllr A Hawes

Seconded: Cllr N Riches

Resolved

23/5/9 Matters Arising from the above minutes

- i. Confirmation of Annual Parish Meeting - date confirmed as Wednesday 31st May 2023.
- ii. The budget meeting took place on 25th April to finalise the budget and reserves for 2023/24.
- iii. Agreed for Cllr M Henderson to speak to the resident who had advised that the SSE may have grants available for defibrillator costs.
- iv. Permission to be sought from allotment tenants for their email addresses to be supplied to the Village Society. Clerk to progress.

23/5/10 Public Forum - an opportunity for members of the public to make a comment or statement on agenda items only

None.

23/5/11 To appoint/reaffirm Councillors roles and responsibilities and appoint/reaffirm representatives to outside groups/organisation

Councillors were appointed to the following roles and responsibilities:

- Planning & Development - Cllr Mealing, Cllr Skinner and Cllr Ward
- Recreation & Allotments - Cllr Henderson, Cllr Hawes and Cllr Skinner
- Emergency Planning - Cllr Mealing, Cllr Ward and Cllr Waite
- Mobile & Communications - Cllr Mealing and Cllr Ward
- Finance & General Purposes - Cllr Mealing, Cllr Henderson, Cllr Rigby, Cllr Hawes and Cllr Ward
- Outside or Village Organisations:
 - DAPTC Representative - Cllr Riches
 - BLAP Representative - Cllr Riches
 - WATAG Representative - Parish Council Clerk
 - Burton Bradstock Post Office & Village Shop - Cllr Mealing and Cllr Henderson
 - Burton Bradstock School Liaison - Cllr Riches
 - Burton Bradstock Library Liaison - Parish Council Clerk
 - Burton Bradstock Village Hall Trust Liaison - Parish Council Clerk
 - Burton Bradstock Village Society Liaison - Cllr Allen and Cllr Pearson
 - Burton Bradstock Speed Watch Liaison - Cllr Mealing and Cllr Ward
 - National Trust Liaison - Cllr Allen and Cllr Pearson

Chairman's Signature:

05/07/2023

23/5/12 Parish Council dates for next 12 months

The dates, time and place of the Parish Council meetings for the next 12 months were circulated and agreed.

23/5/13 Chair's Announcements

Council noted the following Chair's Report:

Cllr Mealing confirmed that the new Coronation bench would be arriving on Thursday 4th May and would hopefully be installed in time for the King's Coronation. If installed, the unveiling of the bench would take place on Monday 8th May at 1.30pm - all Councillors welcome.

23/5/14 Planning Matters

No planning applications, appeals or enforcements in circulation.

23/5/15 Financial Matters

i. To receive the Internal Auditor Report 2022/23

Report received, no matters arising.

ii. Confirmation of conflicts of interest with BDO LLP

All Councillors confirmed that they have no conflicts of interest with BDO LLP.

iii. To approve the Annual Governance and Accountability Return Section 1 – Annual Governance Statement 2022/23 having been internally audited

Proposed: Cllr M Henderson Seconded: Cllr J Allen Resolved

iv. To approve the Annual Governance and Accountability Return Section 2 – Accounting Statements 2022/23

Proposed: Cllr M Henderson Seconded: Cllr L Mealing Resolved

v. To consider the Finance General Purposes (F&GP) Group Report

The Clerk had previously circulated the report of the F&GP Group following the F&GP meeting held on 19th April. The following recommendations were approved:

- 2023/24 Budget and Reserves - budgeted income for 2023/24 - £29,836.00, budgeted expenditure for 2023/24 - £35,521.28. Agreed that resulting shortfall would be met from reserves this year with a view to setting correct precept level next year.
- Agreed to add the Locum RFO to the bank mandate in addition to Cllrs Mealing, Henderson, Skinner and Rigby. All other Councillors to be given view only access.
- Agreed to open a fixed term deposit account with Lloyds Bank for 1 year for £20,000 from reserves and an easy access savings account for £20,000 from general reserves.
- Agreed for the Council to offer up to £100 towards a leaving gift for the Parish Rector from the Chairs allowance. Gift ideas were discussed.

Proposed: Cllr M Henderson Seconded: Cllr J Pearson Resolved

vi. **To consider the finance reports and payments list for approval**

The finance reports and payments list were received. Council resolved to pay the following invoices:

Description	Supplier	Total
Website Domain (one.com)	Cllr L Mealing	117.78
RR Repairs	John Lewis	85.00
Bollard Installation	John Lewis	60.85
Water 2 Business	Water at Reading Room	175.45
Village Repairs	John Lewis	138.00
Non-Domestic Rates - small business rates relief - nil payment due	Dorset Council	0.00
Locum RFO	Mrs M Harding	369.00
Locum Clerk	Mrs J Hughes	856.95
Internal Audit	Fair Account	80.00
Quarterly Play Area Inspection	Ken Hussey	55.00
Grass Contract	Wessex Ground Services	194.00
Kings Coronation Materials	Baker Ross	42.16
		2174.19

Proposed: Cllr M Henderson

Seconded: Cllr J Pearson

Resolved

23/5/16 Ward Councillor Report

For the benefit of the newly appointed Councillors, Cllr M Roberts gave an overview of his role as Ward Councillor and what Dorset Council do.

23/5/17 Parish Council Property

To consider and agree any actions in relation to Parish Council Property

(a) The Reading Room

- Redecorating of the Reading Room following leak and subsequent repairs

Quote for £120 received from John Lewis to seal and paint damaged walls and ceiling of the Reading Room. Works to be progressed as soon as possible. After a brief discussion it was agreed that a meeting needs to be arranged with all Councillors to discuss the future of the Reading Room which currently gets very little use by the community.

(b) Play Area and Recreation Field

- Playground Inspection Reports

The weekly inspection report highlighted vegetation issues between the zip wire and river. Agreed that the Village Volunteers will look at. Cllr Henderson to take a look at other issues highlighted with John Lewis. New basketball net to also be installed.

- Playground Safety Surfacing

Ken Hussey had confirmed that there was not an issue with the playground safety surfacing, the weeds growing on the surfacing being a result of windblown seeds.

- Basketball Project

Cllr Henderson reported that he had visited another basketball facility and received the specification/costs to give an idea of likely project cost. Need to determine how much the Council is prepared to spend on a basketball facility as this will determine the size of the facility. Working group meeting to be arranged to look at current basketball site.

Chairman's Signature:

05/07/2023

(c) Allotments

- 2022/23 Allotment Payments and Vacant Plots

The Clerk confirmed that there was one outstanding payment and four vacant plots currently being allocated to those on the waiting list.

(d) Corncrake

Nothing to report.

(e) The Post Office and Village Shop

- Annual Post Office Protocols Agreement

Cllr Mealing confirmed that the AGM was coming up and the agreement would be looked at then. Also agreed that the working group need to look at new ideas to increase Post Office and Village Shop revenue.

- Post Office Roof Repairs

The Clerk confirmed that the work carried out by O'Briens Roofing was complete, but John Lewis had identified a missing cement fillet which he would repair (quoted at £40). Once complete, Clerk to progress insurance claim.

23/5/18 Council Matters

To consider and agree any actions in relation to Council Matters

(a) Website - to consider progressing the website following receipt of quotation provided by Eyelid Productions to facilitate this

It had been confirmed at the F&GP meeting on 25th April that the limit for a single quotation had been increased to £1,000 in the Council's Standing Orders. With the quote for the website falling within this limit at £959.99, it was confirmed that progress on the new website could now start. Cllr Mealing to provide Clerk with initial details from Eyelid Productions.

(b) King Charles III Coronation - delivery/installation of new bench

Update provided under minute reference 23/5/13.

(c) Defibrillator - update from Cllr Henderson

Cllr Henderson reported that the defibrillator cabinet had been supplied with the wrong door (Council want an unlocked cabinet with window) which Cllr Henderson will deal with. Work is progressing with National Grid (cost information sent to Clerks) and an electrician will be required which Cllr Henderon will look into.

(d) Additional Bins - update from Cllr Henderson

Two additional bins were agreed:

- 1) Corner of Charles Street, opposite the hairdressers.
 - 2) Bin by the toilets needs to be replaced with a bigger bin as it overflows in the summer.
- Clerk to progress with Dorset Council.

(e) 20mph Zone for the village - update from Cllr Mealing

A 20s Plenty for Dorset meeting took place on 3rd May which unfortunately coincided with the Parish Council May meeting, so no Councillors were available to attend. A note regarding the 20mph Dorset Policy has been placed in the May edition of the BVN requesting the views of residents - currently awaiting feedback. Councillors highlighted Beach Road and Bindbarrow as roads for consideration. Contact to be made with Chris Loder MP to follow up the Coast Road speed watch programme that took place in 2022.

(f) Council repairs and maintenance - update from the Clerk

The Clerk confirmed that John Lewis was progressing his list of jobs as previously agreed. A request to paint the walls and ceiling of the bus had previously been suggested. The Council agreed to progress the painting works and also agreed for the books etc. to be removed from the shelter with any books in good condition being donated to an official book library - to be arranged.

(g) Village Volunteers “Thank You” Meal - update from the Clerk

New date still to be confirmed by the Village Volunteers representative.

(h) Proposal to carry out metal detecting on Council owned land

As Cllr Rigby was absent from the meeting, it was agreed for his proposal to be discussed at the next Parish Council meeting.

(i) DAPTC new Councillor training

Councillors agreed to the DAPTC proposal for the New Councillor in-house training quoted as £540.60 with Thursday 1st June agreed as the most suitable date for all. Clerk to progress arrangements.

(j) Communications

To consider items for the BVN, website and social media

Annual Parish Meeting (litter free Dorset), Village Fayre and PC stand, new bench.

23/5/19 Correspondence Received

(a) Dorset Council Leisure Strategy Consultation - comments by 14th May

Cllr Mealing agreed to complete.

(b) Dorset Council Public Space Protection Orders Consultation comments by 15th May

Link to be circulated.

(c) Dorset Council Consultation Proposed Guidance for Planning for Climate Change - consultation runs from 20th April - 8th June

Information to be circulated.

23/5/20 Open Public Forum - an opportunity for members of the public to make a comment or statement

- A member of the BB Village Volunteers advised that the Volunteers would look at Corncrake which requires strimming in the summer.
- For information regarding 20mph for Burton Bradstock, it was mentioned that a negative response had previously been given by the Road Safety Officer for Speed Indicator Devices in Burton Bradstock.

23/5/21 Date of Next Meeting - Wednesday 5th July 2023.

Agenda items: 1) Speed limit - Beach Road
 2) Corncrake income ideas i.e., hire
 3) Cliff Road Queens bench

Meeting closed: 9.40pm.

Signed: L Mealing

Dated: 5th July 2023

Chairman's Signature:

05/07/2023