

# 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 5<sup>th</sup> July 2023 commencing at 7.30pm  
The Reading Room, High Street, Burton Bradstock, Bridport DT6 4QA.

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**Present:**

**Councillors:**

Lianne Mealing (*Chair*)  
Nichola Riches (*Vice Chair*)  
Joan Allen  
Mike Henderson  
Nicholas Lockwood  
Janet Pearson  
Derek Rigby  
Graham Skinner  
Lesley Waite  
Bob Ward  
Mark Roberts (*Dorset Council*)

**Officers:**

Jo Hughes (*Locum Clerk*)

**Public:**

3 members of the public

**23/7/1 Apologies for Absence**

Apologies were received and accepted from Cllr Alison Hawes.

**23/7/2 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.

**23/7/3 Minutes of the Parish Council Meeting held on 3<sup>rd</sup> May 2023**

Council resolved to approve the minutes of the Parish Council meeting held on 3<sup>rd</sup> May 2023 and the minutes were duly signed.

**Proposed: Cllr M Henderson**

**Seconded: Cllr N Lockwood**

**Resolved**

**23/7/4 Matters Arising from the above minutes**

- i. The minutes of the Annual Parish Meeting held on 31<sup>st</sup> May 2023 will be signed at next year's meeting - date to be confirmed. Need to compose a list of to-do actions from this year's meeting.
- ii. The Locum Clerk and Locum RFO are three months into their six-month appointments (April - October 2023). Staffing Committee to look at advertising for the permanent Clerk/RFO role. Cllr Henderson advised that he is not part of the Staffing Committee, Cllr Riches confirmed that she is, Clerk to amend Areas of Responsibility.
- iii. Cllr Mealing confirmed that she will be attending the Village Hall Trust meetings.

Chairman's Signature:

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### **23/7/5 Public Forum - an opportunity for members of the public to make a comment or statement on agenda items only**

Three members of the public were present and raised the following issues:

- 1) - Corncrake - dog walkers, cannot use Cliff Road due to adders so use Corncrake for dog walking. Corncrake was bought for the village to use and in the past, it was well used all year round but now it is a mess and unsafe and dogs can get out of Corncrake.
  - Kissing Gate - the missing kissing gate means that Corncrake is now unsafe.
  - Annings Lane - lorries are parking inconsiderately on the road, can the Parish Council intervene. The resident was advised that this matter needs to be reported to the police.
- 2) - Corncrake - only 3% of Corncrake is usable and has been a waste of Parish Council money. The area needs to be cut down as tight as possible and recut every 3 months. Cllr Henderson advised that the Parish Council are looking into the grass cutting contract for Corncrake.
- 3) - Play Area - two damaged benches, one is a composite bench that is dangerous to use. To be discussed under agenda item 10b.

### **23/7/6 Chair's Announcements**

Council noted the following Chair's Report:

- Annual Parish Meeting 31.05.23 - action points to be progressed.
- Councillors attended the DAPTC Councillors training.
- Councillors attended various external (DAPTC, BLAP) and internal meetings on behalf of the Parish Council.
- The Parish Council presented a cake, card and flowers to a 102-year-old Burton Bradstock parish resident.
- The Burton Bradstock volunteers continue to work hard on behalf of the Parish Council.
- The Department for Transport are consulting on the National Highways Strategic Road Network which parishes have been asked to comment on. The consultation closes on 13<sup>th</sup> July 2023.
- The DAPTC have advised that D-Day 80 anniversary activities will be taking place in 2024 (6<sup>th</sup> June 2024) and town and parish councils have been asked to get involved. The Parish Council will need to decide what involvement they wish to have.
- The Reading Room clear out was completed during which a laying out table was discovered.

### **23/7/7 Planning Matters**

To consider any planning applications, appeals or enforcements in circulation:

- P/VOC/2023/03280 - 4 Beach Road Burton Bradstock Dorset DT6 4RF - erect 1.no dwelling (with variation of condition 2 of permission P/VOC/2022/07383 to amend approved plans - to allow the alteration of the pitch of main roof & the removal of two rooflights in bedroom 3 & addition of roof light in en-suite to bedroom 3 instead) - after discussion it was agreed to respond that the Parish Council have no objections to the application subject to the neighbouring properties being happy with the alterations. Agreed that Cllr Pearson and Cllr Allen notify the neighbours about the planning application as they are currently away.

- Cllr Ward queried if it was possible for councils to be involved earlier on in the planning process. Cllr Roberts advised that as soon as the planning authority receive all the required planning documents for a development, these are uploaded to the planning portal and sent

out to all statutory consultees including town and parish councils. The Locum Clerk advised that being involved in the planning process at an earlier stage is only likely happen if there was a large housing development planned in which case the developer might choose to approach the local council for their input at the planning stage.

- Cllr Riches suggested that when the Parish Council have no objections to an application, a standard response is submitted along the lines of: “the Parish Council have no objections to this application but please take into account environmental considerations and residents comments.”

- The Clerk asked Cllr Roberts if he could find out from the Dorset Council Planning Department why there is often an earlier deadline for parish councils to comment on planning applications compared to members of the public.

- The Parish Council had been contacted by residents to query a prior approval planning application received by the Parish Council for the erection of an agricultural building for use as a winery. Cllr Roberts advised that the application received was not an opportunity for the Parish Council to comment on the application but was for information purposes only and Would be down to the planning authority to determine if a full planning application would be required.

## 23/7/8 Financial Matters

### i. 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
Village Hall Hire for Annual Parish Meeting	BB Village Hall	31.00
RR Cleaning	Shirley Fowler	65.00
11 x Councillor Training	DAPTC	540.60
RR Broadband	Vodafone	35.75
RR Electric	Ecotricity	31.91
Allotment Pump - Brian Brown	Pump International	27.53
Play Area Repairs	John Lewis	54.00
Bus Shelter Repairs	John Lewis	168.00
Locum RFO	Michele Harding	272.00
Locum Clerk	Joanne Hughes	759.35
Grass Contract	Wessex Ground Services	194.00
Vicar Leaving Gift	James Webster Art	100.00
Coronation Costs	Footprints	55.00
New Website Domain	Cloud Net Ltd	132.00
Play Area Inspection	Ken Hussey	55.00
BVN Donation	Bride Valley News	100.00
		<b>2,621.14</b>

**Proposed: Cllr N Lockwood**

**Seconded: Cllr D Rigby**

**Resolved**

Confirmed that the donation to be made to the Bride Valley News is £100, not £250 as previously circulated in the finance report.

## **23/7/19 Dorset Council Matters**

**- Ward Councillor Report** - Cllr Roberts provided the following report:

- Dorset Council has a population of 380,000 residents of which 29.6% are over the age of 65 and 8.4% are over the age of 80. The health and care issues of these age groups take over half of the entire spending on adult services and over the next 20 years these pressures are expected to increase as the population is expected to increase by 6%.
- 17 electric vehicles have been added to the Dorset Council fleet.
- Only 5% of waste is now going to landfill as more waste is reused, recycled or composted.
- The Bibby Stockholm barge will be arriving in Portland Post which is privately owned. The siting of the barge to house asylum seekers at Portland has been an arrangement between the Home Office and Portland Port, Dorset Council have had no say in the arrangement, and it is unlikely that Dorset Council will use taxpayers money to launch any legal action as they are unlikely to win.

### **- CGR update for Burton Bradstock Parish**

It was noted that the signed and sealed Order (No.10) giving effect to the Community Governance Review changes agreed by Dorset Council had been received and circulated to all with the changes taking effect from 1<sup>st</sup> April 2024.

### **- Dorset Council footbridge replacement following site meeting**

A site meeting took place in June with Dorset Council bridge and structures site agents and four Councillors to discuss footbridge replacement works to the footbridge leading onto Corncrake which is deteriorating rapidly. The works are planned to commence 24<sup>th</sup> July to coincide with the school holidays thus avoiding disruption to the daily school use of the footbridge and the works are expected to last for five weeks. Concerns were raised regarding pedestrian safety as the alternative route is through the High Street. Cllr Roberts agreed to speak with Highways regarding these concerns and the Clerk to follow up with the site agent for an update on pedestrian safety.

## **23/7/10 Parish Council Property**

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

### **(a) The Reading Room**

**- Reading Room clear out - next steps for the Reading Room**

Agreed to carry over to next Parish Council meeting.

### **(b) Play Area and Recreation Field**

**- Playground inspection reports**

- Fence line adjacent to river - undergrowth and ivy and two posts possibly require replacing - Cllr Henderson and John Lewis to write specification for quotation purposes.
- Cllr Henderson to be present when Ken Hussey carries out his next play area inspection to discuss various issues. Clerk to arrange.

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**- Wessex Grounds Services maintenance contract**

Clerk to arrange a meeting between Recreation & Allotments Councillor group and Wessex Grounds Services to discuss the Parish Council's grass cutting contract.

**- Play area damaged bench**

Agreed that the damaged composite bench be repaired by John Lewis. Cllr Pearson advised that the bench may be owned by the WI so would make enquiries. Cllr Henderson advised that the bench by the substation is damaged/loose and possibly requires replacement and the picnic bench also requires attention. Weeds coming up through the paving slabs under the benches also need tidying. Suggested that a working group needs to look at all the maintenance issues within the play area and recreation field to be worked through.

**- Zip wire platform access**

Cllr Henderson advised that the 45-degree angle of the zip wire platform makes access difficult and should be changed to a 30-degree angle. John Lewis to quote.

**- Football goal maintenance**

Cllr Henderson advised that both goal mouth areas need replacing. John Lewis to quote.

**- Basketball project update**

Due to other areas of the play area and recreation field requiring financial input, it was agreed to put the basketball project on hold.

**(c) Allotments**

**- Update from Clerk**

The Clerk confirmed that there was one vacant plot with no waiting list. The Clerk also advised that some areas of the allotments require strimming so she has been in touch with Mr Fountain who carries out strimming works at the allotments to undertake the required work. An allotment tenant had also advised that the lock on the gate between the allotments is broken - John Lewis to look at. The Clerk reminded everyone that the Community Orchard Picnic would be taking place on Saturday at 12 noon.

**(d) Corncrake**

**- Upkeep of newly planted Jubilee trees at Corncrake - update**

Confirmed that this work had been carried out by the Burton Bradstock volunteers.

**- Strimming/cutting back of Corncrake footpaths**

Cllr Henderson confirmed that arrangements will be made for the Recreation & Allotments Councillor group to meet with Wessex Grounds Services to discuss the cutting contract.

**- Corncrake Management Plan following concerns raised at Annual Parish Meeting**

As the current Corncrake Management Plan is not being adhered to, it was agreed that a working group needs to be set up to determine if Corncrake should be a managed site or wilding site. Cllr Lockwood, Cllr Riches and Cllr Rigby put themselves forward to be on the working group. To be progressed at the next Parish Council meeting.

**(e) The Post Office and Village Shop**

**- Annual Post Office Protocols Agreement**

Cllr Mealing confirmed that there was no update on this item.

**- Post Office Roof Repairs**

The Clerk confirmed that invoices totalling £873.01 for the cost of repairs to the Post Office roof have been submitted to MPL Claims and the Parish Council are now awaiting payment.

**- Post Office and shop damaged sign**

Clerk to collect the damaged sign and arrange for a replacement.

**23/7/11 Council Matters**

**To consider and agree any actions in relation to Council Matters**

**(a) New website**

The Clerk confirmed that the new website was now in progress.

**(b) New defibrillator installation - to consider the quotation from National Grid for the installation of a power supply to the new defibrillator**

The Council resolved to accept the quote of £1,840.10 plus VAT for the installation of a power supply to the new defibrillator.

**Proposed: Cllr L Mealing**

**Seconded: Cllr B Ward**

**Resolved**

**(c) Additional bins**

The Clerk advised that a site risk assessment was due to be carried out by Dorset Council for the new bin to be installed on the corner of Charles Street, opposite the hairdressers and confirmed that the costs were approximately £200 for the new bin plus £100 for its installation and £5.77 for every collection. The Clerk also confirmed that the bin by the toilets is the biggest bin that Dorset Council provide. Clerk to advise Dorset Council that the bin must be checked and emptied every day through the summer months.

**(d) Additional replacement benches including Cliff Road Queens bench**

Agreed for John Lewis to remove the bench as it is dangerous.

**(e) Disappearance of kidding gate between Corncrake and Bredy Lane**

Clerk to follow up with the Rights of Way team who are monitoring the situation.

**(f) Fence undergrowth running from toilets to Corncrake**

To be added to the list of play area and recreation field maintenance issues.

**(g) Council repairs and maintenance**

The Clerk confirmed that the new basketball net had been fitted and the bus shelter repainted. The following quotes had been received from John Lewis:

- handrail repair on slope to play area £45
- repainting of Reading Room windowsills £160

All agreed for these repair and maintenance works to be progressed.

**(h) Burton Bradstock road safety working group - to consider setting up a Road Safety Working Group**

Cllr Ward had previously circulated a report to all to consider setting up a Road Safety Working Group. All agreed with Cllr Ward, Cllr Mealing, Cllr Pearson, Cllr Allen and Cllr Rigby agreeing to be on the working group. The BVN to be used to advertise the working group to others. Cllr Ward to arrange an initial meeting with the working group which will report back to the Parish Council in October following a fact-finding mission to seek the views of pedestrians, drivers, the police etc.

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- (i) **Proposal to carry out metal detecting on Council owned land**  
Cllr Rigby requested permission from the Parish Council for the metal detecting club to which he belongs to carry out metal detecting on Parish Council owned land. Cllr Mealing requested that Cllr Rigby investigate the matter further in terms of an annual licence, set of rules etc. and present to the Parish Council at the next meeting in September.
- (j) **Village Volunteers “Thank You” Meal - update from the Clerk**  
Confirmed that the village volunteer’s meal will take place in the autumn - date to be confirmed.
- (k) **Communications**  
**To consider items for the BVN, website and social media**  
Road safety working group, bench sponsorship, Corncrake management, PSPO.

Cllr Roberts left the meeting at 9.50pm.

### 23/7/12 Correspondence Received

**To consider and agree any actions in relation to correspondence received**

- (a) **03.06.23 Letter received from resident re. joining a Burton Bradstock Road Committee if the Parish Council has one - Clerk responded, requires follow up.**  
Resident to be invited to join the Road Safety Working Group.
- (b) **05.06.23 - Email received from resident (via Dorset Council) for an outdoor tap to be installed on Hive Beach (National Trust land) - Clerk responded.**  
Clerk advised resident to contact the National Trust who own the beach.
- (c) **05.06.23 - Email received from resident re. miscellaneous parish issues requiring clarity as to ownership and responsibility - to be discussed.**  
Clerk to circulate email to all for consideration and action.
- (d) **20.06.23 - Dorset Council consultation on a dog related Public Space Protection Order (PSPO) - consultation closes 25<sup>th</sup> August 2023 - Councillors to respond individually if they wish.**  
Details to be included in next issue of BVN.
- (e) **22.06.23 - Letter received from resident regarding a plot of land in the village (opposite the Red House) that the resident wishes to be taken over by Burton Bradstock Parish Council - to be discussed.**  
After discussion, the Parish Council resolved to accept the offer to take on a plot of land in the village (opposite the Red House). Legalities to be arranged by the resident.  
**Proposed: Cllr L Mealing                      Seconded: Cllr D Rigby                      Resolved**
- (f) **22.06.23 - Email received from resident regarding lorries blocking road in Annings Lane due to house renovation and overgrown hedge in Annings Lane - Clerk responded and reported hedge to Dorset Council.**  
Clerk advised resident to contact the Police regarding blocked road issues.
- (g) **26.06.23 - Email received from resident regarding poor condition of notice board at Hive Beach (National Trust land), concerns regarding pollution of River Bride in Burton**

**and inconsiderate parking of cars on the junction of Annings Lane and Shipton Road - Clerk responded and reported notice board to the National Trust.**

Clerk advised resident to report the river pollution to the Environment Agency and to contact the police regarding the parking issues.

- Cllr Pearson and Cllr Allen confirmed that they had met with the National Trust representative for Burton Bradstock Beach and will acting as a liaison between the National Trust and Parish Council.
- Cllr Ward advised that he has volunteered with the Dorset Wildlife Trust and Wessex Water as a volunteer to monitor local rivers for pollution incidents.

**23/7/13 Open Public Forum - an opportunity for members of the public to make a comment or statement**

- A suggestion was put forward that local businesses could sponsor the play area.

**23/7/14 Date of Next Meeting** - Wednesday 6<sup>th</sup> September 2023.

Meeting closed: 10.00pm.