

BURTON BRADSTOCK PARISH COUNCIL

Minutes of the meeting held on Wednesday 7th November 2007 in the Reading Room, Burton Bradstock at 7.30pm.

Present: Cllrs: M.Southgate, A.Mackie, D.Batten, P.Toms, L.Comley, S.Pett, D.Dixon, D.Venn, F.Moore (Clerk), C.Hughes (RFO), DCC Councillor R.Coatsworth, WDDC Cllr:M.Parsons and eleven members of the public.

1.Apologies: Cllr: E.Ripley.

2.Declarations of Interest

There were no declarations of interest.

3.Minutes of the previous meeting 3rd October 2007.

The minutes of the previous meeting held on the 3rd October 2007 were approved and signed as an accurate record.

4.Matters Arising:

- **Declaration of Acceptance:** D.Dixon formally signed the Declaration of Acceptance of Office of Councillor.
- **Post office:** The new facilities are now open and the shop is doing well.
- **Best Kept Village Competition:** We received 91.56 points, losing marks on litter near the bus shelter and the public seats, and general weeds and brambles in other areas.
- **Letter from Mr.C.Burnett:** R.Rhodes and S.Atrill are looking at putting a small rail between the pavement and the rough ground near the toilet block so that the difference is more visible, which will hopefully prevent accidents occurring in the future similar to the one involving Mrs Burnett.
- **Play area:** Work has been done on repairs to the play area fence; some touch up work has also been done on the play equipment. The Clerk and P.Toms to look at re-siting a picnic table in a more secure manner. The Clerk also to check areas underneath the slide and the main piece of play equipment.
- **Shrubs & Bushes:** The Chairman to contact P.Gale on this matter so that a proactive approach can be taken.
- **Repairs to the Access Road to the Hive Beach:** Work has started on repairs to parts of the road, however it appears to be piecemeal and of a poor quality.

5.Correspondence:

- **WDDC Planning Applications Delegation Flow Diagram:** This was circulated to Councillors.
- **Fight for BBC Radio Dorset:** Details from K.Pett regarding an opportunity to contact the BBC reference the decision on 'No BBC Radio Dorset'. The Chairman urged people to complain to the BBC over the withdrawal of funding for a Radio Dorset.
- **BLAP: Survey about Access problems for young people:** The Clerk would fill in the questionnaire on behalf of the Council. Councillors to pass on any comments etc to the Clerk for inclusion in the questionnaire.

- **J.Grantham: PACT Meeting:** This means Partners and Communities together. It is a public meeting designed to meet the demands of the public swiftly in relation to quality of life issues. It was felt that this would be a meeting running parallel with the objectives and responsibilities of the Parish council. It was agreed that the Clerk contacts PCSO Mark Jones to come along to a future meeting and explain what PACT is all about.
- **WDDC Draft Conservation Area Appraisals:** Following the public consultation adoption of the appraisals will be an agenda item of the Policy Development Committee's meeting on Tuesday 20th November 2007.
- **Training Opportunities:** DAPTC are running courses for new councillors in November. The Clerk to contact them on behalf of D.Dixon.
- **Letter from Mr.T.Short:** This was initially regarding a memorial seat, but had now been changed to a tree. Due to the seat being destroyed at the top of Cliff Road it was agreed that the Clerk contacts Mr.Short again and asks if he would like know to have a memorial seat or bench instead of a tree. The type of seat should be more vandal proof if possible.
- **WDDC Standards Committee Meeting:** The agenda for the meeting 14th November 2007 is available.
- **Bus Stop request – Common Lane:** DCC are suggesting that a new bus stop for the services 45 and 210 should be established for the westbound route just past the garage parking area. The eastbound route stop will be at the Litton Cheney turning where the bus currently sits for a short period on its circular route. Although the Council felt that some confusion might arise with two stops between Beach Road and the garage it agreed with the proposal hoping it would improve the situation for passengers from the Beach road area.

6.Finance:

The following cheques were approved:

WDDC Wheelie Bins £359.10, M.Southgate Presentation Expenses £17.96, Zurich Insurance £167.42, EDF Electricity £22.73, West Country Cleaning £110.00, Petty Cash £60.00, M.Fearon £228.60, F.Moore £441.99, C.Hughes £290.96, Mrs Stevens £29.18.

The Clerk to contact S.Attrill regarding updating his direct debit payments.

The Petty Cash has been reduced due to the uncertainty of the current situation regarding the emptying of the dog bins.

The Parish Council have been overcharged by the N.Trust for the Hive Beach Café rent by £587.50. This is being resolved.

The Budget process is well under way, subdividing the Ledger entries to make the budget process easier in the future, and using spreadsheets as well as the ledger.

Chairman of the Councils committees were asked to submit items of potential expense to the RFO as soon as possible for inclusion in the Budget. It was intended that the full Budget would be presented at the December Parish Council meeting for approval.

The Audit for the year ended 31st March 2007 had been returned and approved by BDO Stoy Hayward LLP, the external auditors. The only issue arising from the audit was , the review of effectiveness of the internal audit, it recommended, 'the Council should ensure that a review of the effectiveness of the internal audit is undertaken at least annually and minuted as such during the year ended 31st march, this review is recommended to be undertaken when reviewing the risk assessment.

The Annual return was approved and accepted by the Parish Council, and the recommendation would be passed on to the Finance Committee for appropriate action.

6.Planning & Development Committee Report:

Approval had been received for the Land at Shadrach and for work at Burton Cove, Shadrach

Consultation had taken place on the following:

1/D/07/001745 – Land adjacent to Grovelands. Erect detached house (amended scheme to P.P.1/W/06/2207). There were no objections.

1/D/07/00179333 - 3 Barrowfield Close. Erect conservatory (retrospective application). There were no objections.

1/D/07/001871 – 13 Shadrach. Erect single storey extension (resubmission 1/W/07/000983). Erect replacement fence. There were no objections.

Amendment notices were recorded on 4 Mill Terrace, Kennon Farm, Shipton Lane and Burton Lodge, Barr Lane.

The enforcement notice of land at Swaffield, Church St, has been completed and the area has been returned to its previous state.

Traffic and Road Safety issues would be discussed later on the agenda.

The Committee also recognised that they now needed to address on a regular basis the other items under their brief such as. The Parish Plan, Emergency procedures, Affordable Housing etc.

7. Finance Committee Report:

A meeting was held on 17th October, attended by committee members Cllrs: Mackie (Chair) Venn and Batten. Also present was the RFO, C.Hughes. Apologies were received from Cllr: Pett. There were no members of the public present.

Hive Car park Audit: Cllr Batten circulated copies of his report reviewing the Hive car park management arrangements. It was agreed that the Community Operations Committee should discuss and action the recommendations as it sees fit. D.Batten was thanked for his work on the report.

Parish Council Asset Register; To start in the next few months.

Current Account Status: The RFO circulated a view of cash flow until the end of the financial year. Although this showed a prospective negative current account balance at the end of March, the committee felt there were still too many unknowns for any immediate action to be taken. It was noted that the Council seemed to have paid the National Trust for lease of the Café. The new lease agreement with NT is operational and is being paid by the Parish Council. The PC are still not receiving an updated lease payment from the Café (reflecting the new lease agreement), this despite several reminders. Clerk to pursue.

Insurance: Agreed that a payment be made to Zurich covering tax on the insurance premium. This had been omitted.

Public Works Loan: The position on this outstanding loan, for the allotments, was reviewed. The Committee recommends that no action on re-payment should be considered until the position on the current account balance is clarified.

Cheque Ratification Procedure: It was agreed that the Chair of the Finance Committee, or deputy, should check invoices and sign cheques prior to the meeting of the PC where full ratification is given. (The signed cheques only become valid on the addition of a further signatory following ratification).

Budget Process: The committee agreed a process with the RFO. All other committees need to submit expenditure estimates for the next financial year.

Car park Charges: The committee agreed to recommend no changes to these charges. This was agreed by the full Council.

Library: Following circulation of a paper dealing with some of the financial issues associated with plans for the library, the committee agreed to arrange a meeting with the Library Working Party in order to pursue these issues.

Internal: The internal Auditor will be invited to a future meeting of the Finance Committee.

9. Community Operations Report:

A meeting was held on 1st November. Present were Cllrs: Mackie (Chair), Venn, Toms and Dixon. The Clerk F. Moore was in attendance. There were no members of the public present.

Hive Beach Operation: Awaiting responses to tender request for work to be done near the waste bins. Work on electrical issues resulting from recent survey is now underway. Some vandalism (lock cutting) and potential drug dealing in the upper car park were discussed. The locks have been replaced and it was agreed to inform the police about the drug issue. Measures will be taken to eliminate winter access to this part of the car park. The Committee were asked to take note of the recent audit on the Car park. Actions will be discussed at the next meeting.

Play area. Some minor issues of maintenance have been addressed. The principal concern is one of nuisance in the area in the early evening. The Clerk is working on this during sessions at the Youth Club. Awards for All have contacted the PC re invoices relevant to the expenditure of their grant on the play area This will be actioned.

Other: It was agreed to go to tender regarding the village grass cutting contract. The firm currently employed will be asked to re-tender. A meeting is still required to pursue mapping and sizing of the allotments.

There are still complaints regarding dog foul bin emptying. The Clerk has devised a new system to allow the committee to monitor current emptying activities. Recently the bins have not been emptied by S. Eastwood and it has been done by the Clerk. The Clerk is investigating with WDDC the cost of purchase and erection of litter bins that will take dog foul mess. They would be then emptied by WDDC.

A list of Autumn/Winter activities has been created for the handyman. A timesheet and activity report will allow the committee to follow up activities in this area.

Cllr Dixon agreed to ask the Football Club for more information relative to the club's desire to be formally registered.

10. Review of Committee Procedures:

The Chairman asked the Chairs of the committees if the standing committee structure was working satisfactorily and were they able to meet all the duties outlined for the committees in the Council's Standing Orders. It was felt that the meetings were going well but other items need to be put on the agenda on a regular basis. It was agreed that all committee minutes would be circulated to all councillors. The minutes could be then used as the basis of a committee report and separate reports were not necessary. The frequency of meetings was also discussed. Special arrangements needed to be made for meetings with the Village Society trustees on matters relating to the Post office.

The Chairman reported that WDDC had agreed to allocate two new councillor places to the Parish Council. This would probably take place in the New Year.

11. National Trust Consultations, reference future of Hive Beach.

The consultation process had been very successful; over 220 people had visited the Village Hall over the weekend event. 145 replies were taken at the meeting and 30 more have been received in the mail. The Parish Council is now awaiting the detail of these responses from the N.Trust and discussions about the process for the future. M.Souhgate and A.Mackie are meeting with the Council's solicitors regarding the legal and other all aspects of the lease. It was resolved that the negotiating team of M.Southgate, A.Mackie, E.Ripley and S.Pett continue there discussions with the N.Trust pursuing the implications of all the options for future management arrangements and not just the one favoured in the returned questionnaires. The Chairman would be updating and thanking parishioners in an article in the BVN.

12. Library Update.

The Working Party had already made a response to DCC stating their requirements for the Library in the future. A letter had been received from T.Long (Dorset Library Services Manager detailing the responses from the libraries in Dorset.

It was suggested that someone from the Parish Council, ideally from the Finance Committee should sit on the Library working Party.

13.DAPTC Annual Conference Report.

The Chairman reported that Annual fees would be increased, with an average between 25 -31p per elector. DAPTC have adopted the spirit of the Code of Conduct procedures.

Various resolutions were proposed, discussed and voted on and there were presentations on Climate Change, the Pathfinder Process, and future ways of dealing with Planning applications. Details of all of these items are on file.

14.Road Safety:

S.Pett reported that three Traffic surveys had taken place looking at numbers, type and speed of vehicles. Details of this would be presented at the December meeting by R,Stubbs from DCC.

A meeting is going to take place between S.Pett and the Chairman of the School governors to look at a safer walking and cycling plan for the children attending the school.

M.Southgate and S.Pett had met with R.Bastow, Highways Manager to look at the various issues regarding road safety within the village. A particular issue was the extension of double yellow lines at the junction of Charles Road and Barr lane and the junction of Annings Lane and Shipton lane. It was agreed that the Clerk formally writes to Mr Bastow asking him to process the extension of the yellow lines. A copy of the Village Plan would also be sent to Mr Bastow as a reminder of the ongoing issues on road safety that the village wishes to pursue.

15. A.O.B.

- **Flu Jabs:** These would be available in the Village Hall on 15th November between 12.15 and 2.15pm.

- **Mill Street development 106 Agreement:** WDDC will soon be contacting the Parish Council regarding how the funds under this agreement can be used for the benefit of the village.
- **Playing Field Fencing:** S.Pett reported on the poor condition of the fence near the main road. The Clerk to investigate who is responsible for the fence and if it is the Parish Council to get quotes for its repair.

16. Date of Next meeting: 5th December 2007.

17. Democratic Half Hour:

- **J.Grantham, Drain Problems:** J.Grantham highlighted the serious problems with the drains coming from Gages Lane, through Shadrach and into Grove Road. Over 12 tons of debris had been in the drains, and the drains were cracking and breaking. It would appear that the drains have not been maintained. DCC and WDDC are involved in trying to resolve this matter as soon as possible. It was agreed that the Parish Council would write supportive letters on this matter to DCC and WDDC asking for immediate action. It was also agreed that J.Grantham would present further details to the January PC meeting. R.Coatsworth reported that the current drainage system could be well over 40 years old.
- **Ron Coatsworth:** The DCC Cabinet had met without the public to discuss the location of the Waste Transfer Site.
Attendance at Day centres was very low. There may be some closures but individuals will be guaranteed transport to alternative day centres.
DCC originally had 7 Respite beds at Sydney Gale; this had now been reduced to 4. The 4 would be divided into 2 for respite care and 2 for permanent occupancy. The problem regarding respite care was that everyone required the beds at similar holiday times.
- **M.Southgate:** The Chairman reported that he would be standing down from the Parish Council next April/May.

The meeting closed at 9.20pm.