

BURTON BRADSTOCK PARISH COUNCIL

Minutes of the Parish Council Meeting held on Wednesday 2nd July 2008 at 7.30pm in the Reading Room, Burton Bradstock.

Present: Cllrs: A.Mackie, P.Toms, S.Pett, D.Batten, H.Seadon, F.Moore (Clerk), C.Hughes (RFO), DCC Cllr: R.Coatsworth, WDDC Cllr: M/Parsons and three members of the public.

1. Apologies:

Apologies were received from Cllrs: E.Ripley, D.Venn, L.Comley and D.Dixon.

2. Declarations of Interest:

There were no declarations of interest.

3. Co-option of New Councillor:

P.Dutton was proposed by S.Pett and seconded by H.Seadon to be co-opted on to the Parish Council. All were in favour.

P.Dutton signed his declaration of acceptance of office as a councillor, and was given a form to complete and return to the Clerk regarding interests. P.Dutton agreed to serve on the Finance and General purposes Committee.

The Clerk reported that he would be placing an advert on the Councils notice boards asking for nominations for the remaining vacancy for a councillor:

4. Minutes of the Previous Meeting, 4th June 2008.

After the alteration of minute 12 to read, 'but full consultation would take place with the Board and Parish Councils'. And in minute 14 to read, 'Burton Bradstock Village Plan', the minutes were approved and signed by the Chairman as an accurate record.

5. Parish Clerks Report & Matters Arising:

The Clerk reported on the following:

A picture was being framed to mark the retirement of M.Southgate and the Role of Honour was being updated.

An article will be placed in the BVN reminding people to 'Poop and Scoop' in terms of dog mess. WDDC will be erecting signs reminding people that dogs were not allowed on play areas or playing fields.

No one was able to attend the Dorset Waste Forum on the 20th June.

The Highways Dept had been notified regarding repairing the road signs at Barrowfield and North Hill Close.

A letter had been written to J.Coggins and A. Holt advising them to contact WDDC and other Housing Authorities with regard to affordable housing.

The Play area palings have been replaced.

6. Correspondence:

- **Letter from J.Grantham:** The Home Watch Cold Calling Control Zone was working well and two companies had been contacted requiring them not to call uninvited to Burton Bradstock. CPSO Poppy Wheeler had taken over from CPSO Laura Thompson. Movement now appears to be happening with the

Drains in gages lane and with work on the sewers in Shadrach, Middle St and Roberts Close.

- **Western Highways Office:** Details regarding urgent repairs to the B3157 coast road due to a failure of the surface put down last year. S.Pett to pursue why this had failed.
- **WDDC:** Newsletter regarding Building Design Guidelines for West Dorset.
- **DAPTC:** Chief Executive's Circular:
- **British Red Cross:** An invitation to attend a Symposium in Poole. The Clerk to advise them that we would not be attending.
- **Bridport Local Area Partnership:** A bulletin regarding funding opportunities. A.Mackie is the Council's representative on this body.

7. Finance Committee Report:

S.Pett reported that she had been elected as Chairman of the Finance and General Purposes Committee. The committee would like to recommend the following grants: Citizen's Advice Bureau £50, Retired & Senior Volunteer Group £50, BB Canaries F.C. £250, and St Marys Church £1,500. They were all approved.

The salary scales for staff had been looked at but it was decided to wait until further information was available from DAPTC, on the impact to pay scales if the lease with N.Trust was to finish, which would mean less staff and smaller turnover, which were two of the main factors on the pay scale settings.

The Internal auditor attended and reported everything generally running smoothly, a few points to note, ensure standing orders are reviewed annually, risk assessments on the play areas to be recorded. It was noted that the Petty cash system had now been deleted. Before renewal of Insurance it was agreed to check adequate cover on all areas. It was agreed to pay the Internal Auditor an annual honorarium of £50, to be paid at the time of the external audit. The current incumbent has not charged anything to date. An invoice has been received for 2 years 2006/7 and 2007/8.

It had been agreed not to charge Mr I.Green £20 for the hire of the Reading Room. Also it was agreed that no bookings should be taken that could curtail access to the Reading Room for Parish Council business.

The committee recommended to the Council that two new accounts be opened, one for the playground and one for surplus funds which would pay better interest, and could have internet/telephone banking facilities to transfer between accounts. Letters needed to be signed to close accounts and forms signed to open new ones. This was all agreed. It was also agreed that the £400 set in the budget for the playground, be transferred into the playground account.

8. Finance:

The annual accounts that were presented at the Annual parish Meeting were formally approved. The Chairman went through in detail the External audit report and this was duly approved by the Council and signed by the Chairman.

The Chairman asked for approval to ear mark up to £700 towards advertising the sub postmaster position at the Post office. This was unanimously agreed.

The Friends of BB Library have now opened an account and it was agreed to raise a cheque to transfer funds to that account that the Parish Council had been holding on a temporary basis.

The following cheques were approved:

WDDC £159.25 Wheelie Bins, Nildram £20.26 Internet connection, View from Bridport £94.00 Post office advert, Alvia Ltd £88.12 Playground inspection, DAPTC £25.00 Chairman's seminar, N.Trust £2,499.81 Rent, M7J Gardening Services £225.00 Grass Cutting, Creeds £144.53 Car Park Tickets, I. Wigglesworth £100.00 Internal Audit, HMRC £1072.88 PAYE, HMRC £1377.50 Vat, F.Moore £570.48 Wages, Car park wages, Vodaphone, Keys, Mrs Stevens £29.44 Cleaning, C.Hughes £262.84 Wages, Postage, M.Fearon £468.69 Wages, R.Edwards £311.11 Wages, G.Nicol £472.65 Wages, J.Pinker £380.85 Wages, L.Stebbing £193.20 Wages, WDDC £27.00 Rates reading Room, WDDC £462.00 Rates car park, CAB £50.00 Donation, Retired & Senior Volunteer group £50.00 Donation, BB Canaries F.C. £250.00 Donation, St Marys Church £1500.00 Donation.

9. Community Operations Report:

P.Toms reported that the meeting held on the 26th June was not quorate. Discussion took place regarding anti social behaviour, Wheelie bins on the Beach, and footpath clearances. It was agreed to put back the concept of a Burton Bradstock day of Celebration until more details were known from E.Ripley.

D.Venn had reviewed and upgraded the Child Protection policy and it was to be on the agenda of the full Parish Council on 2nd July.

Forms for inspection of Parish council properties had been completed and these would be issued to the appropriate tenants and individuals responsible. The Clerk would circulate the Risk assessment forms to all Parish councillors.

The Post office update would be given by the Chairman later in the meeting.

The Hive Beach Car Park was going well and a meeting with J.Meadows (N.Trust) to discuss the handover is planned for the 9th July at 2.30pm. A number of practical issues will need to be resolved.

Weekly and monthly inspections of the play area are taking place and a recent annual inspection has been completed, pointing out various pieces of work to be done. The Clerk to get quotes on this matter.

The date of the next meeting is the 31st July 2008.

10. Planning & Development Report:

D.Batten reported that J.Grantham would be doing a presentation at the October Parish Council Meeting on Home watch, which could include emergency procedures that might affect elderly and vulnerable people in the village.

Approval has been granted for planning applications 1/D/08/000614 – 2 High Street, erect garden building, and 1/D/08/000764 – Old Mill House.

Consultations:

1/D/08/000986 – Othona, Coast Road. Erect replacement dwelling for warden and carry out alterations to car park. There were no objections.

1/D/08/000988 – Graston farm. Erect building for straw and hay storage. There were no objections.

1/D/08/000883 – 103 Southover. Excavate area and erect two storey extension with integral car port. Create vehicular access. There were no objections.

1/D/08/000897 – 14 Norburton. Erect 2 dormer windows. There were no objections.

1/D/08/000994 – 61 Donkey Lane. Refurbishment of cottage and internal and external alterations. There were no objections.

1/D/08/001002 – Bay View, Burton Road (Adjoining Parish) Erect replacement sun roof and extension and garage. There were no objections.

1/D/08/001046 – Burton Cove. Shadrach. Erect dwelling. There were no objections. The Clerk to write to WDDC asking for a copy of guidelines on planning applications within conservation areas.

D.Dixon was elected as the Parish Sustainability Champion. The next meeting is set for the 7th July 2008.

11. Child Protection Policy:

The above policy had previously been circulated to councillors. A Mackie stated that it was a policy that the Council needed but pointed out that it was the responsibility of everyone to protect children, After discussion it was agreed to adopt the policy.

Proposed by S.Pett, seconded by D.Batten, all were in favour. It was also agreed that the Clerk becomes the designated Parish Council Child Protection officer. Proposed by A.Mackie, seconded by D.Batten, all were in favour. It was agreed to set up an incident book and to set the policy within the standing orders of the Council. It was also agreed to review the Standing Orders.

12. B1357 Road Safety:

S.Pett reported that design briefs for the safety work had been sent out to appropriate people for consultation. The first Board meeting will take place on the 28th July and this will be followed up by a workshop on 4th August for the project team and the Board. Meetings have also been arranged for the following six months. S.Pett would try to ensure that the interests of Burton Bradstock would be addressed. Discussion took place about what exactly was going to be done. H.Seadon expressed concern about no white lines and the removal of cat's eyes along the road in Burton Bradstock. M.Parsons stated that this might be a deliberate trial in terms of slowing vehicles down. S.Pett to enquire about this with the Board, as well as what had happened to the yellow line extensions at the junction of Barr Lane and Charles road.

13. Library Update:

The Chairman asked for formal approval for the Friends of the Library to use the photocopier and the Reading room free of charge. As the Friends of the Library were a formal working party of the Council this was agreed.

A bank account had been opened and they were also seeking a reduction in the business rates on the building. A structural survey of the building paid for by DCC had been completed and appeared to be satisfactory, the only area not covered seemed to be the provision for disabled persons.

B.Hynds was in consultation with DCC regarding the running of the building and the Trustees had elected two new members with briefs to look at legal and children's issues.

The Friends of the Library have asked for some one to sit on the Trustees Board from the Parish Council. H.Seadon offered to take on that position.

14. A.O.B.

- **Post Office:** A.Mackie reported that J.and M.Bown had resigned and that the Parish Council had starting the recruitment structure to replace them. Adverts had been placed in local newspapers and the Post office Ltd was also placing an advert within its internal structures. It was agreed that a selection panel be

set up to comprise two members of the Village Society, P.Colbert and C.Wilkinson and three members of the Parish Council, A.Mackie, D.Venn, and P.Dutton.

The Clerk to resolve the old Post office sign that is falling down and to repaint the board that is peeling above the Post office window.

- **Utility Transformer Bindbarrow.** D.Batten expressed concerns about the size of the potential building. The Clerk to try to obtain plans from the N.Trust.

15. Date of Next meeting: 3rd September 2008.

A.Mackie gave his apologies for this meeting.

16. Democratic Half Hour:

- **Public Telephone Box, High St:** Concern was expressed about the poor external state of the telephone box. The Clerk to contact BT.
- **Post Office Possible Closures:** Although the sub postmaster position had been advertised, the official response from the Post office Ltd would not be available until the 15th July 2008.
- **R.Coatsworth:** There could be a statement in July from DCC about the location of the Waste Transfer site. It would appear that a battle would be taking place regarding the rebuilding of Mountjoy School.
There could still be problems with the drains coming from North Hill; the result might be how to cope with the flooding rather than repairing the drains.
- **M.Parsons:** Expressed concerns about the number of people staying overnight at the Hive Beach car parks and beach. The Clerk reported that this was a difficult thing to monitor and to challenge.

The meeting closed at 8.50pm.