



GENERAL PURPOSE WORKING GROUP

**MEETING AT CHIDEOCK VILLAGE HALL
21ST JANUARY 2025 AT 10AM**

MINUTES

FROM: CLERK – Tan Cox
EMAIL: chideockparishcouncil@gmail.com

To: ALL PARISH COUNCILLORS		
Chair: Cllr Richard Benjamin	Cllr Caroline Parkins	
Cllr Aidan Biggins	Cllr Paul Barnett	Cllr Mick Downes

Ref		Owner
	Apologies Cllr AB	
	<u>PREAMBLE:</u> The General-Purpose Working Group is an informal group. Its role is to discuss and agree items to be placed onto the Parish Council’s Main Committee Agenda and may refer to matters that have arisen during the period.	
	<u>MINUTES OF TUESDAY 12th DECEMBER 2024</u> The minutes of 12 th December 2024, having been agreed via email during the period have been placed on the parish council website.	
1	<u>2025 / 26 PRECEPT:</u> The deadline for submitting the parish council’s request for precept to Dorset Council is end of January 2025. The precept will need to increase by 49.84% (39.74% actual) which equates to £19.79 increase in council tax in the year (Band D) or £1.65 per month. IT IS RECOMMENDED THAT: Full Council agree to an increase in precept of 49.84%. The Clerk to make the necessary claim from Dorset Council.	

Ref		Owner
2	<p><u>CLAPPS MEAD:</u></p> <p>TRAMPOLINE (UPDATES) The Clerk had advised councillors that the auditor identified by DAPTC had pulled out of the trampoline review. She advised that she had contacted Martin and Company, and an appointment has been set for 4th February, attendees to be Cllr RAB and the Clerk. The discussions will set the scope and direction of the review, and an approximate estimate of the fees involved.</p> <p>Cllr RAB advised that the grounds maintenance contractors have now cleared the banks along the edges, between the grass field/play area and the riverbank. The removal of brambles and undergrowth within the play area has revealed that the existing fence had fallen down and had been covered by soil from when the trampoline was installed.</p> <p>Cllrs RAB & AB have put up temporary hazard fencing.</p> <p>The parish council has approached three contractors to quote for the fencing and the work will be carried out as soon as possible as an emergency health and safety hazard. Details of the quotes appear at Appendix 1.</p> <p>IT IS RECOMMENDED THAT: Full Council agree to the replacement fencing (retrospectively if this work takes place prior to the 28th January 2025). The most cost effective quote will be accepted.</p> <p>The problems relating to bin emptying within the Clapps Mead area were discussed. Cllr RAB said that there is a resident within the village who would be prepared to empty the bins on a regular basis. The process surrounding this will be discussed with Martin and Company during the visit on 4th February 2025.</p>	
3	<p><u>PLANNING MATTERS:</u></p> <p>There were no planning applications during the period.</p>	
4	<p><u>WEBSITE:</u></p> <p>The Clerk spoke about the correspondence facility on the parish council's website and explained that the website is the parish council's window to residents. Correspondence helps inform residents of decisions and other information that they may need. All agreed that correspondence should meet general business standards, be written professionally, in a business-like manner and be impartial.</p> <p>Councillors were happy that routine correspondence will be dealt with by the Clerk as per the parish council's Standing Orders, however subject matters that are controversial or of wide-ranging content will be brought to the General Purpose or Full Council meeting for discussion and agreement.</p>	

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5	<p><u>CHIDEOCK NEWS PIECE:</u></p> <p>The Clerk confirmed the latest submission had been submitted.</p>	
6	<p><u>REPLACEMENT SPEED SIGN ON A35:</u></p> <p>Councillors discussed the Facebook Poll that Cllr AB set up. It was confirmed that there had been 40 comments relating to the speed sign, 32 people have voted for it and 8 against. The cost of the sign however had not been made available to the general public (we estimate around £3500). There was discussion over the cost of the sign and whether the money could be used more effectively in other areas of the village. This item will be rolled over</p>	
7	<p><u>AIR MONITOR REMOVAL:</u></p> <p>The Clerk confirmed that the Air Monitor has now been removed. This item can be taken off future agenda.</p>	
8	<p><u>REPLACEMENT SANDBAG STORE:</u></p> <p>Cllr RAB confirmed that this is ongoing. Work to be completed by end of February.</p>	
9	<p><u>ST GILES CHURCH – CLOCK:</u></p> <p>This was briefly discussed. The Clerk advised that no Grant Application Form had been received from St Giles Church. A further letter was agreed, and this is available on the parish council's website.</p>	
10	<p><u>ASSET REGISTER:</u></p> <p>Cllr RB had drawn up a draft paper based on the current asset register with a view to visiting all assets and a) determining whether the asset belonged to the parish council, and b) determine the state of the asset and whether any repairs or replacements are needed. It was agreed that Cllrs CP and RAB will work on this together.</p>	
11	<p><u>PARISH COUNCIL ACCOUNTING PACKAGE:</u></p> <p>The internal auditor (CA) has suggested that the parish council could upgrade its current 'excel spreadsheet' software to manage the parish council's finances and procure an accounting package (via a subscription). The Clerk has been in discussions with him about this and to facilitate this, the Clerk provided a snapshot of the prices and functionality of the QuickBooks suite of products.</p> <p>The Clerk is unsure of the need for a different system; the spreadsheets that she keeps at the present time serve the purpose and an automated system would incur subscription fees. Cllr RAB will speak to the internal auditor and the matter will not be progress at the present time.</p>	

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12	<p><u>ESSENTIAL INFORMATION FOR RESIDENTS:</u></p> <p>The Clerk confirmed that essential information for residents and visitors to the village has been put onto the website and onto the village noticeboard</p>	
13	<p><u>DILAPIDATED SIGNAGE BRIDLEWAY FROM A35 TO CLAPPS LANE:</u></p> <p>The Clerk had been requested by a resident to replace the dilapidated signage along the Bridleway from the A35 to Clapps Lane. Cllr MD advised that National Highways are aware of the bridleway and the faults with it and advised that it belongs to Dorset Council. The Clerk will contact Dorset Council via their portal to request the signage be replaced.</p>	Clerk
14	<p><u>VILLAGE BUS SHELTER – REPAIR:</u></p> <p>The Clerk confirmed that she had approached three separate companies asking for quotes to repair the bus shelter after it was vandalised during Christmas.</p> <p>The details of these appear at Appendix 2 below.</p> <p>IT IS RECOMMENDED THAT:</p> <p>Full Council agree to the repair being carried out (retrospectively if this work takes place prior to the 28th January 2025). The most cost effective quote was Roman Glass £372.78.</p>	
15	<p><u>SAFETY OF LITHIUM BATTERIES CAMPAIGN:</u></p> <p>The Clerk had been sent details of a campaign relating to the safety of lithium batteries. This was discussed.</p>	

Next meeting – 18th February 2025 at Chideock Village Hall, 10am

APPENDIX 1

CLAPPS MEAD – REPLACEMENT FENCING

Option 1

Timber fence

The fenced should cover the length of the temporary fence, the height should be approximately 2.0m above the ground with a gap of a 100mm to allow strimming without damaging the fence suitable treated timber should be used for the posts, cross rail, and up-right boards. The posts should 100mm x100mm posts the up-right palings should be a minimum of 75mm x25mm with a minimum space between of 89mm and maximum of 100mm the cross rails I would leave to you. We would be interest to know if you would consider metal feet for the posts going into the ground as a worthwhile investment.

Option 2

Chain-link fence

The fence to cover the same area as above and to be between 1.2 and 1.5m height and supported on metal post suitably supported along the fence deemed necessary.

General Information

Playground fencing should comply with EN/BS 1722 and the minimum space between the up-right palings is 89mm. There is a concern with the stability of the ground for both these options.

APPENDIX 2

BUS SHELTER – REPLACEMENT POLYCARBONATE PANEL

NAMES AND QUOTE DETAILS

Name	Date Rec'd	Price £
Roman Glass Weymouth	3 rd Jan 2025	372.78
Bridport Glass Tiles & Bathrooms	6 th Jan 2025	416.40
Heavers	2 nd Jan 2025	Declined to Quote