



Bothenhampton & Walditch  
Parish Council since 1886

**MINUTES OF BOTHENHAMPTON & WALDITCH PARISH ANNUAL COUNCIL MEETING  
held at BOTHENHAMPTON VILLAGE HALL, 6.30pm on 15<sup>th</sup> MAY 2023**

Initials	Councillors	Initials	Councillors
JB	Cllr Jim Basker (Chair)	GS	Cllr Graham Styles
CA	Cllr Chris Addis	MW	Cllr Martin Warne
TC	Tan Cox (Clerk)		
Also Invited: Cllr Sarah Williams / Cllr Kelvin Clayton / Cllr Dave Bolwell			

Ref	Agenda Item	Owner
	<b>Declaration of Pecuniary Interests and Eligibility:</b> No Declarations were received	
	<b>Election of Chairman and Vice Chairman:</b> There were no nominations for Chair or Vice Chair. After appropriate proposing and seconding, <b>IT WAS AGREED</b> that the existing appointments will remain.	
	<b>Apologies:</b> Cllrs Warne, Bolwell and Clayton; Tan Cox (Clerk)	
	<b>Chairman's Report:</b> A report from the Parish Council Chairman on the Parish Council's activities and achievements in the year was read to all present. This report can be found on the Parish Council's website - <a href="http://www.bothenhamptonwalditchparishcouncil.com">www.bothenhamptonwalditchparishcouncil.com</a>	
1	<b>Reports from Dorset Council Councillors:</b> None present.	

*Jim Basker*

Minutes agreed on 12<sup>th</sup> June 2023

Ref	Agenda Item	Owner
	<b>Reports from Dorset Council Councillors: (Cont.)</b>	
2	<p><b>Democratic Half Hour:</b></p> <p><b>The presence of dogs on John Holt Play Area (JHPA)</b> was raised, several incidents having been witnessed recently. Larger signs could be posted at all three play areas to deter irresponsible owners, drawing attention to the new Public Space Protection Order and to the fact that dogs are not allowed on any part of the play areas, including the playing field. After some discussion, Councillors agreed to follow up, perhaps using the signs on the town rugby field as examples.</p> <p><b>Main St parking:</b> several residents raised this as becoming more difficult. The number of vehicles per household seemed to have increased recently. Councillors noted this was a Highways responsibility. It was agreed that draconian measures, such as yellow lines, were to be avoided. An article in the local paper was one possibility. The Parish Council agreed to consider seeking informal advice from Highways and generally encouraging residents to be considerate in their parking, and to avoid blocking the pavements and the road for passage of larger vehicles, such as ambulances.</p> <p><b>Nature Reserves:</b> a resident asked whether the transfer of legal responsibility from Dorset Council (DC) to the Town Council could be speeded up. Councillors noted they were in touch with DC and the Town Council about this but offered to write to DC Councillors. Councillors also agreed it was important that the Management Plans should reflect their importance as historical assets.</p> <p><b>Grass verges:</b> a resident raised DC verge grass cutting policy, and hoped that the cuttings would be removed, in particular for the first cut after a 'No Mow May'.</p>	<p>OSPA</p> <p>TT&amp;F</p> <p>OSPA</p> <p>TT&amp;F</p>
3	<p><b>Minutes of Parish Council Meeting – Monday 3<sup>rd</sup> April 2023:</b></p> <p>The Minutes of 3<sup>rd</sup> April, having been agreed by email were accepted, and a copy has been posted to the website.</p> <p><b>Carried forward Actions:</b></p> <p>Regarding contacting Dorset Council to confirm whether or not the promised TPOs had been placed on the trees in the Hyde/Norman's land (within the conservation area). The Clerk confirmed a letter had been sent on 11<sup>th</sup> April 2023.</p> <p>Cllr JB confirmed that DC had replied, recommending contact with James Bennett and confirming that TPOs had been placed as necessary.</p> <p>Regarding contacting the Forestry Commission to establish how they may help the Parish Council deal with the ongoing protection of trees on Hyde/Norman's land (within the conservation area). The Clerk confirmed a letter had been sent on 14<sup>th</sup> April 2023. Cllr JB noted that, unless trees were being deliberately cut down by the landowner, there was limited scope for action.</p>	

Ref	Agenda Item	Owner
3	<p><b>Minutes of Parish Council Meeting – Monday 3<sup>rd</sup> April 2023:</b> (cont)</p> <p>Regarding DLHUC Consultation on Permitted Development. Cllr JB confirmed he had responded.</p>	
4	<p><b>Reports from External Organisations:</b></p> <p>WATAG – 25<sup>th</sup> May 2023: Cllr CA noted that neither he nor Cllr MW would be able to attend, but one or other hoped to attend the following one.</p> <p>BLAP Liaison 5<sup>th</sup> April 2023 – Cllr GS reported that a presentation on river quality had been given by Ian Rees (Dorset AONB). Quality, quantity, and habitat were the three key priorities. Our relevant catchment area is West Dorset Rivers and Coastal Streams; Dorset AONB is the host body but receive no funds from Wessex Water for this. Ecological information from the ‘online river catchment explorer’ facility fed into community-led projects; citizen scientists were being trained to monitor river quality, which had deteriorated in recent years. Next meeting 31<sup>st</sup> May (presentation from Dorset Community Energy).</p> <p>BANP / JCC – Next meeting 15<sup>th</sup> June 2023.</p>	
5	<p><b>Planning:</b></p> <p><b>Planning Consultations</b></p> <p>The planning consultation and decision notices specified on the agenda were noted.</p>	
6	<p><b>Finance and Budget:</b></p> <p>Payments made from 4<sup>th</sup> April 2023 to 15<sup>th</sup> May 2023</p> <ul style="list-style-type: none"> <li>• Bridport Town Council (Lengthsman and BLAP Contribution)</li> <li>• Dorset Council</li> <li>• K Hussey</li> <li>• B Armstrong-Marshall</li> <li>• Derek Smith</li> <li>• Bothenhampton Village Hall</li> </ul> <p style="text-align: right;"><i>Jim Basker</i> Parish Council Chairman .....</p> <p>The Clerk said that the payments listed above had already been paid and had been authorised via email.</p> <p>The Clerk’s salary for May 2023 was approved as were any expenses.</p> <p>The Bank Statement to 30<sup>th</sup> April 2023 was provided to Councillors for their perusal, the Bank Statement was signed by the Chairman and handed to the Clerk.</p> <p>The Cash Flow Forecast up to 30<sup>th</sup> April 2023 was sent to Councillors for their review and approval.</p>	

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6	<p><b>Finance and Budget: Cont</b></p> <p><b>THE FOLLOWING DOCUMENTS WERE APPROVED AND/OR AGREED, AND WHERE APPROPRIATE, SIGNED BY THE CHAIRMAN:</b></p> <ul style="list-style-type: none"> <li>• Bank Statement and Invoice Cover Sheet</li> <li>• Cash Flow Forecast – approved by Councillors</li> </ul> <p><b>Internal Audit</b> The <b>Internal Audit Report</b> produced by the Internal Auditor was reviewed and the recommendations noted.</p> <p><b>External Audit</b> The Clerk asked that the following documents be considered:</p> <p><b>AGAR Annual Internal Audit Report</b> This document being part of the AGAR had been completed by the Internal Auditor after his review and has been signed and dated as required. This was reviewed and approved by the Main Committee.</p> <p><b>AGAR Accounting Statements 2022/23</b> This document, also being part of the AGAR had been completed by the Clerk and reviewed by the Internal Auditor and needed to be signed and dated by the Chairman and Responsible Finance Officer / Clerk. The document was reviewed and approved by the Main Committee.</p> <p><b>THE FOLLOWING DOCUMENTS WERE APPROVED AND/OR AGREED, AND WHERE APPROPRIATE, SIGNED BY THE CHAIRMAN AND CLARK:</b></p> <ul style="list-style-type: none"> <li>• AGAR Annual Internal Audit Report – reviewed</li> <li>• AGAR Accounting Statements 2022/23 – signed by the Chairman and Clerk</li> </ul> <p><b>FINANCIAL REGULATIONS</b> The Parish Council's Financial Regulations were reviewed and approved for 2023/24.</p> <p><b>STATEMENT OF INTERNAL CONTROL</b> The Parish Council's Statement of Internal Control 2023/24 were reviewed and approved.</p> <p><b>COUNCIL INSURANCE</b> The Parish Council's insurance expires on 31st May. Three quotes were obtained:</p> <ul style="list-style-type: none"> <li>• AJG Community Schemes</li> <li>• Zurich Insurance Group</li> <li>• BHIB</li> </ul> <p>Councillors agreed to approve the quotation from BHIB.</p>	

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7	<p><b>Parish Council Sub-Committees:</b></p> <p><b>Open Spaces and Play Areas Sub-Committee</b> met on 24<sup>th</sup> April 2023. Cllr GS (sub-committee Chair) reported discussions on the Nature Reserves and improvements to the Play Areas. He noted that new equipment should soon be installed at John Holt PA, and echoed thanks to Cllr CA for his work on improving access to the John Gundry PA. Cllr GS drew attention to the main points:</p> <ul style="list-style-type: none"> <li>• Regarding picnic benches and tables, approach companies and ask for updated prices.</li> </ul> <p><b>THE FOLLOWING ACTION WAS RATIFIED BY COUNCILLORS:</b></p> <p><b>Finance and Funding (F&amp;F)</b> met on 28<sup>th</sup> April 2023. Cllr CA (sub-committee Chair) noted the sub-group's work, over the past year, including monitoring the financial flow and approving/recommending expenditure.</p> <p><b>THE FOLLOWING ACTION WAS RATIFIED BY COUNCILLORS:</b></p> <ul style="list-style-type: none"> <li>• <b>DAPTC Invoice</b> - the parish council discontinue their subscription to DAPTC – Councillors agreed to write accordingly to Neil Wedge, highlighting the Parish Council's abolition in March 2024.</li> <li>• <b>QUOTES FROM OSPA FOR PICNIC TABLES AND BENCHES</b> – the Parish Council (through OSPA) purchase from Commercial Picnic Benches 5 x Excalibur 8-seater recycled black plastic picnic table/benches for £3153.30 (£647 each).</li> <li>• <b>LEGAL ADVICE</b> - the Parish Council to proceed with their intention of seeking legal advice from Gill Fribbance.</li> <li>• <b>VILLAGE TREES</b> – the Parish Council to proceed with the work on the various trees in the parish.</li> </ul> <p><b>Traffic, Transport and Footpaths (T T &amp;F)</b> met on 28<sup>th</sup> April 2023. Cllr MW (sub-committee Chair) being absent, the main points were noted and approved:</p> <ul style="list-style-type: none"> <li>• Volunteer Footpaths Officer to look at Jellyfields Nature Reserve in Walditch and check that all paths are open.</li> <li>• With regards EV Charging - make an expression of interest via Dorset Council's online form in acquiring electric charging within the parish.</li> <li>• With regards 20s Plenty, ensure Briefing Sheet and Template of draft Motion to seek 20mph is tabled at the Main Committee in June.</li> </ul> <p>Minutes of these meetings can be found at:  <a href="http://www.bothenhamptonwalditchparishcouncil.com">www.bothenhamptonwalditchparishcouncil.com</a></p>	<p>Cllr JB</p> <p>Clerk/OSPA</p> <p>Cllr JB</p> <p>Clerk</p> <p>Cllr MW</p> <p>Clerk</p> <p>Clerk</p>

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8	<b>Other Parish Matters:</b> BANP Annual Report 2022-2023 – B&WPC submission. Cllr JB read this submission, the text of which can be found at <a href="http://www.bothenhamptonwalditchparishcouncil.com">www.bothenhamptonwalditchparishcouncil.com</a>	
9	<b>Correspondence:</b> The following correspondence was sent during the period and can be found on the council's website <a href="http://www.bothenhamptonwalditchparishcouncil.com">www.bothenhamptonwalditchparishcouncil.com</a>  Further letter to J Bennett regarding trees in Walditch / Sycamore Avenue Letter to Forestry Commission regarding trees in Walditch / Sycamore Avenue	
10	<b>AOB:</b> Fields in Trust – Cllr CA recalled the decision to place some of the Parish Council's land into trust under the Fields in Trust scheme, to protect it after the Parish Council's abolition. He reported that formal notification had now been received from the Land Registry and that these parcels of land could be registered at the address suggested. The Clerk was asked to note and take forward this information as necessary.	Clerk
	The meeting ended at 7.52 pm	

Date of the next Parish Council Meeting: 12<sup>th</sup> June 2023 at Walditch Village Hall, 7pm  
Previous council minutes can be found on [www.bothenhamptonwalditchparishcouncil.com](http://www.bothenhamptonwalditchparishcouncil.com)

### SUMMARY OF AGREED ACTIONS – 15<sup>th</sup> May 2023

Action	Owner	Page
<b>DAPTC Invoice</b> - the parish council discontinue their subscription to DAPTC –	Cllr JB	5
<b>QUOTES FROM OSPA FOR PICNIC TABLES AND BENCHES</b> – the Parish Council (through OSPA) purchase picnic table/benches.	Clerk/ OSPA	5
<b>LEGAL ADVICE</b> - the Parish Council to proceed with their intention of seeking legal advice.	Cllr JB	5
<b>VILLAGE TREES</b> – the Parish Council to proceed with the work on the various trees in the parish.	Clerk	5
<b>Volunteer Footpaths Officer</b> to look at Jellyfields Nature Reserve in Walditch and check that all paths are open.	Cllr MW	5
<b>EV Charging</b> - make an expression of interest via Dorset Council's online form in acquiring electric charging within the parish.	Clerk	5
<b>20s Plenty</b> - ensure Briefing Sheet and Template of draft Motion to seek 20mph is tabled at the Main Committee in June.	Clerk	5

**ROLLED OVER ITEMS – 15<sup>th</sup> May 2023**

Action	Owner	Page
None		

**ITEMS REFERRED TO OSPA SUB-COMMITTEE – 25<sup>th</sup> July 2023**

Item	Page
<p><b>The presence of dogs on John Holt Play Area (JHPA)</b> was raised, several incidents having been witnessed recently. Larger signs could be posted at all three play areas to deter irresponsible owners, drawing attention to the new Public Space Protection Order and to the fact that dogs are not allowed on any part of the play areas, including the playing field. After some discussion, Councillors agreed to follow up, perhaps using the signs on the town rugby field as examples.</p>	2
<p><b>Nature Reserves:</b> a resident asked whether the transfer of legal responsibility from Dorset Council (DC) to the Town Council could be speeded up. Councillors noted they were in touch with DC and the Town Council about this but offered to write to DC Councillors. Councillors also agreed it was important that the Management Plans should reflect their importance as historical assets.</p>	2

**ITEMS REFERRED TO F&F SUB-COMMITTEE – 28<sup>th</sup> July 2023**

Item	Page
None	

**ITEMS REFERRED TO TT&F SUB-COMMITTEE – 28<sup>th</sup> July 2023**

Item	Page
<p><b>Main St parking:</b> several residents raised this as becoming more difficult. The number of vehicles per household seemed to have increased recently. Councillors noted this was a Highways responsibility. It was agreed that draconian measures, such as yellow lines, were to be avoided. An article in the local paper was one possibility. The Parish Council agreed to consider seeking informal advice from Highways and generally encouraging residents to be considerate in their parking, and to avoid blocking the pavements and the road for passage of larger vehicles, such as ambulances.</p>	2
<p><b>Grass verges:</b> a resident raised DC verge grass cutting policy, and hoped that the cuttings would be removed, in particular for the first cut after a 'No Mow May'.</p>	2

**External Organisations - Acronyms:**

WATAG – West Dorset – Western Area Transport Action Group

BLAP – Bridport Area Local Partnership

BANP JCC – Bridport Area Neighbourhood Plan, Joint Councils Committee

DAPTC – Dorset Association of Town and Parish Councils

NALC – National Association of Local Councils

External Organisations - Councillor representatives:

WATAG – Cllr Chris Addis (Deputy - Cllr Martin Warne)

BLAP – Cllr Graham Styles

BANP – Cllr Jim Basker

Misc

VFO - Volunteer Footpath Officer