



GENERAL PURPOSE WORKING GROUP

MEETING AT THE OLD BAKERY 19th NOVEMBER 2024 AT 2 PM

MINUTES

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

To: ALL PARISH COUNCILLORS	
Chair: Cllr Richard Benjamin	
Cllr Aidan Biggins	Cllr Paul Barnett

Ref		Owner
	Apologies: Cllr Caroline Parkins	
	<u>PREAMBLE:</u> The General-Purpose Working Group is an informal group. Its role is to agree items to be placed onto the Parish Council’s Main Committee Agenda and may refer to matters that have arisen during the period. There is no set meeting schedule and meetings will happen when needed.	
	<u>MINUTES OF TUESDAY 15th OCTOBER 2024</u> The minutes of 12 th November 2024, having been agreed via email during the period have been placed on the parish council website.	
1	<u>CLAPPS MEAD:</u> TRAMPOLINE (UPDATES) Cllr RAB said that the handover document obtained at the October Full Council committee meeting is not valid, as it has not been made out to the owner/operator of the trampoline and has also not been signed by the owner/operator. PLAYGROUND INSPECTIONS Cllr RAB confirmed that the full report from the Play Inspection Co Ltd has been received. This report covers all of the playground equipment, including the playground perimeter, and also the wider Clapps Mead playing field, including its boundaries, water courses and the general state of the area.	

Ref		Owner
	<p>The Clerk confirmed that Playground Inspections Ltd together with a number of smaller playground inspectors had been contacted and asked whether they would be interested in taking over the quarterly/annual inspections of the play area. All have declined except Playground Inspections Ltd who have submitted their quote as follows:</p> <p>Annual Inspection £150 Quarterly Operational Inspection x 3 £405 Inspection of boundary field £85</p> <p>IT IS RECOMMENDED THAT: The main committee agree to instruct Playground Inspections Ltd to carry out quarterly inspections from January 2025 at the maximum cost of £560 per annum.</p> <p>THE ROLE OF THE DAPTC (Dorset Association of Parish & Town Councils)</p> <p>The Clerk informed Councillors that she had spoken to NW and can confirm that an independent internal auditor has been sought by DAPTC to look at all aspects of the procurement of the trampoline and produce a report in due course.</p> <p>Once this report has been received the joint meeting that was agreed during Full Council committee meeting of 29th October can be arranged.</p> <p>IT IS RECOMMENDED THAT: The main committee agree to instruct the Internal Auditor to carry out the review into the trampoline purchase.</p>	<p>Clerk</p> <p>Chair/Clerk</p>
2	<p><u>PLANNING MATTERS:</u></p> <p>P/HOU/2024/06245 Beeswing Mill Lane Chideock DT6 6JS</p> <p>The Clerk confirmed a neutral response has been left with Dorset Council.</p> <p>P/FUL/2023/05731, Seatown Seafront DT6 6JU This is now Bristol Appeal No: APP/D1265/W/24/3347373 Closing date - 17th September.</p> <p>The Clerk confirmed that there had been no further news on this planning application.</p>	

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3	<p><u>MAIN COMMITTEE AGENDA</u></p> <p>The Agenda for the Full Council committee on 26th November was reviewed and agreed.</p>	
4 / 5	<p><u>OTHER MATTERS:</u></p> <p>Website Demonstration - Rolled over</p> <p>Chideock News Piece The latest submission has been sent and this covers November and December. The next piece is due in January 2025.</p> <p>Replacement Speed Sign on A35 Cllr RAB confirmed that he had approached 3 companies to provide quotes for the speed pole. One company had declined to quote, another had quoted for one speed pole and another had quoted for a pair of speed poles. Details of the quotes appear at appendix 1.</p> <p>There was discussion around whether or not the village would benefit from two speed poles as there could be one pole located at each end of the village.</p> <p>IT IS RECOMMENDED THAT: The main committee agree to Cllr AB creating a Facebook poll to establish residents' preferences regarding this.</p> <p>Air Monitor Removal The Clerk confirmed that she had received an update from Dorset Council who had sent a team to look at the air monitor and assess its removal. Dorset Council said that it is unsure whether or not an electrical supply is still live at the site and if so, this will need to be made safe prior to removal. The Clerk agreed to chase in due course.</p> <p>Replacement Sandbag Store Cllr RAB confirmed that he had looked into 3 companies to establish the cheapest option for acquisition of the sandbag store. Details of prices appear at appendix 1. Cllr RAB confirmed that a contractor would need to be engaged to assemble and install the sandbag store.</p> <p>IT IS RECOMMENDED THAT: The main committee agree to purchase the Sandbag Store and to engage a contractor to assemble and install.</p> <p>Grounds Maintenance Contract Cllr RAB and the Clerk met with Countrywide Grounds Maintenance and toured the area relevant to the contract on the 19th November. The tender is expected by the end of November 2024.</p>	Cllr AB

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5	<p><u>OTHER MATTERS:</u></p> <p>Clock Invoice An invoice for the service of a clock located at St Giles Church had been received by the Clerk directly from the company (Smiths of Derby). The Clerk had sent the Invoice, the Grant Application Form and the Grant Policy to the Church Warden for completion – to date this form has not been received by the Clerk.</p> <p>Cllr RAB said that he had spoken with Smiths of Derby to establish why the invoice had been sent directly to the Clerk, as it should have been sent to St Giles for payment. As a result of conversations with Smiths they have agreed to suspend the invoice for £294 in the expectation that a 3-year agreement will be entered into by the church.</p> <p>A 3-year contract will reduce the burden on both the parish council and St Giles as the total cost for a 3-year contract is £670 rather than £882 (annual costs over 3 years). A 3-year contract will save over £200. Cllr RAB will write to the church encouraging them to negotiate the 3-year contract.</p> <p>Cllr RAB also raised the question of ownership of the clock. During his conversation with Smiths they confirmed that the clock was installed in 1919, and said it was one of their earliest original clocks and have the records available to confirm this. Cllr RAB will write to the church about ownership.</p>	Cllr RAB/Clerk
	<p>Village Defibrillators The Clerk confirmed that she has made an application to DHSC for a grant towards a new defibrillator on a 'match fund' basis. Further discussions will be had later in December when the result of the bid for the grant is known.</p> <p>Village Waste Bins The Clerk has been unsuccessful in arranging bin emptying with Dorset Council and Bridport Town Council have declined to help. Cllr RAB will ask around the village to establish whether any resident would be interested in taking on the bin emptying duties on behalf of the parish council.</p>	Cllr RAB

Next meeting – 10th December 2024 at Chideock Village Hall, 2pm

APPENDIX 1

Quotes for replacement speed sign on A35

Ref: 002/2024

Date: 19/11/2024

Item:	Supplier Name:	Date of Quote:	Description of Equipment:	Model No:	Qty:	Unit Cost	Total Cost:	Delivery Cost:	VAT:	Grand Total Cost
1	Message-maker /Stocksigns Ltd	29/10/2024	Vehicle activated speed signs	N/A	1	£2,961.00	£2,961.00	£100.00	20%	£3,673.2
2	Elan-City Ltd	18/11/2024	Evolis Vision vehicle activated speed signs	N/A	1	£2,250.00	£2,250.00	£87.00	20%	£2,804.00
3	Elan-City Ltd	18/11/2024	As above	N/A	2	£3,999.00	£3,999.00	£200.00	20%	£5,039.00
4	Coeval Ltd		Declined to quote							

Additional:

- 1 Warranty for Item 1 is 6 years for items two and three is two years.
- 2 Payment terms net 30 days.
- 3 There is a considerably more investigation is required before we proceed further with this possible project.
- 4 Insurance would be required for this piece of equipment, to date we have not approached our Broker.
- 5 Risk assessment & method statement have not been considered at this stage.
- 6 Costs still to be obtained for the removal of the old sign and the and the installation of the new sign.

Quotes for replacement Sandbag Store at the Clock Inn

Ref: 002/2024

Date: 19/11/2024

Supplier Name:	Date of Quote:	Description of Equipment:	Model No:	Qty:	Unit Cost:	Delivery Cost:	Total Cost
Argos	19/11/2024	Keter Store-it-out MAX	L1200	1	£165.00	*	
Keter	19/11/2024	Keter Store-it-out MAX	L1200	1	£170.00	£10.00	£180.00
Wicks	19/11/2024	Keter Store-it-out MAX	L1200	1	£160.00	*	

Additional:

- 1 *Delivery charges appear to change with what ever offers are available when the order is placed
- 2 Payment terms cash with order.
- 3 Is insurance required for this piece of equipment? We are unlikely to obtain fire, thief or damage insurance for this piece of equipment.
- 4 Risk assessment & method statement have not been considered at this stage.
- 5 Costs still to be obtained for the removal of the old store and the assembly and siting of the new store.