

MINUTES OF CHIDEOCK PARISH COUNCIL MEETING
held at CHIDEOCK VILLAGE HALL on 30TH JULY 2024 at 10am

Initials	Councillors	Initials	Councillors
CP	Cllr Caroline Parkins (Chair)	PB	Cllr Paul Barnett
RB	Cllr Richard Benjamin (Vice Chair)	CW	Cllr Christine Watson
TC	Tan Cox (Clerk)	AB	Cllr Aidan Biggins
Also Invited: Cllr Simon Christopher			

Ref	Agenda Item	Owner
	<p>DECLARATION OF PECUNIARY INTERESTS AND ELIGIBILITY:</p> <p>The Clerk reminded parish councillors of the Code of Conduct and the need for declarations of interest to be declared.</p>	
	<p>APOLOGIES:</p> <p>Cllr Aidan Biggins</p>	
	<p>RESIGNATION OF PARISH CLERK AND APPOINTMENT OF NEW CLERK:</p> <p>The temporary Parish Clerk submitted her resignation on 25th July and a new Parish Clerk was appointed on 22nd July.</p>	
1	<p>REPORTS FROM DORSET COUNCIL COUNCILLORS AND/OR POLICE REPORTS:</p> <p>Dorset Cllr Simon Christopher attended the meeting and referred to the reduction in income by Dorset Council, mainly due to the lowering of car park charges in the area and consequential decrease in income from summer tourists. Cllr SC referred to the ongoing problems with the A35 and to the letter addressed to Edward Morrello MP which will be sent in due course.</p> <p>There were no Police Reports.</p>	
2	<p>DEMOCRATIC HALF HOUR:</p> <p>There were two members of the public in attendance: Mr Geoge Dunn and Mr Mick Downes.</p> <p>GD requested that his wife, Anna Dunn be removed from future Parish Council documentation as the WATAG representative.</p>	Clerk

Cllr Caroline Parkins
Minutes agreed on 24th September 2024

Ref	Agenda Item	Owner
2	<p>DEMOCRATIC HALF HOUR (cont):</p> <p>MD raised further issues with the A35 repairs – saying that there are still potholes along the A35 near to Rose Cottage. Clerk to send letter to National Highways, DC copy to CllrSC. M also said that the A35 needs a Zebra crossing in Chideock, he said that this had been considered by National Highways and that it was to have been sited opposite Applecombe. Cllr CP confirmed that the Parish Council had requested a meeting with National Highways but nothing had been received from them. Clerk to Chase.</p> <p>Cllr CP said that a meeting with the Police and Crime Commissioner had also been requested. Clerk to Chase.</p>	<p>Clerk / Chair</p> <p>Clerk / Chair</p>
3	<p><u>MINUTES OF MONDAY 25th JUNE 2024</u></p> <p>The minutes were accepted as a true record of the meeting on 25th June 2024 and were signed by the Chair.</p>	
4	<p>REPORTS FROM EXTERNAL ORGANISATIONS:</p> <p>WATAG –Cllr CW is the representative from the Parish Council and reported that the meeting scheduled for 25th July was cancelled. No other date has yet been set.</p> <p>BLAP Liaison – Cllr CP is the representative from the Parish Council. She is awaiting to be advised of the date of the next meeting.</p> <p>DAPTC – Cllr CP attended the DAPTC meeting in July. She updated the Parish Council on progress and confirmed that a 20mph limit has now been introduced within central Bridport.</p> <p>She also reported that the Miles crossroad/junction will be controlled by traffic lights that will restrict one lane of traffic at a time; meaning that only one lane of traffic will be moving in each direction. There was some discussion around this, and Cllr SC offered to raise this with Dorset Council.</p> <p>BANP / JCC – The Clerk will write to Bridport Town Council to ascertain whether BANP JCC is still in existence and if so, to register a councillor from Chideock Parish Council.</p>	<p>Chair / Clerk</p> <p>Clerk</p>
5	<p>REPORTS / UPDATES BY THE CLERK AND / OR COUNCILLORS ON MATTERS NOT ON THE AGENDA:</p> <p>The Clerk queried whether this item is necessary on future Agenda and Parish Councillors agreed that it can be removed.</p>	

Ref	Agenda Item	Owner
6	<p>A35 MATTERS:</p> <p>Speed and Noise on Chideock Hill There was agreement by Councillors that noise had got worse recently, especially with motor bikes.</p> <p>Installation of Average Speed cameras There was discussion around this and to the request by the Parish Council to David Sidwick the Police and Crime Commissioner to attend the meeting to discuss what can be done. Clerk to Chase.</p>	Clerk / Chair
7	<p>RIVER WINNIFORD AND WATER POLLUTION ISSUES:</p> <p>The Clerk was advised that this item is not necessary on future Agenda and it can be removed.</p>	Clerk
8	<p>MOTIONS RECEIVED WITH NOTICE:</p> <p>The Clerk queried whether this item is necessary on future Agenda and Parish Councillors agreed that it can be removed.</p>	Clerk
9	<p>PLANNING: for information only (All planning applications are sent to councillors on the date they are received by the Clerk. Councillors respond and the corporate view is provided to Dorset Council via their Planning Portal).</p> <p>PLANNING APPLICATIONS None</p> <p>PLANNING APPEAL NOTICES None</p> <p>OTHER PLANNING MATTERS Retrospective comment following email consultation for the following application:</p> <p>P/TRC/2024/03396 BEEZARS, RUINS LANE T1 – Oak Quercus – prune and reduce by 2m T2 – Ash Fraxinus – remove</p> <p>Councillors referred to the minutes of 25th June 2024 and confirmed that there were no objections.</p>	

Ref	Agenda Item	Action
10	<p>PRELIMINARY FINANCE MATTERS:</p> <p>The Clerk confirmed that no payments can be made from the Parish Council's bank account until 2 signatories have been designated and TSB informed. A meeting is taking place on 31st July between Clerk and Chair to try to resolve this.</p>	
10a	<p><u>FINANCE AND BUDGET</u></p> <p>The Clerk took councillors through the various invoices for payment, these being:</p> <ul style="list-style-type: none"> • Village Hall Hire – June • Protectivity (Cllr Biggins) - Event Insurance • Groves Nurseries (George Dunn) – materials for fence repair • Luke Bennett – Bus Shelter Window Clean • Landscaping & Garden Maintenance (M Barnes) / Chideock Cemetery* • Huck Nets (already paid by Friends of Clapps Mead) – reimbursement only • Previous Clerk Salary and Expenses – July 2024 <p>Authorised by Chideock Parish Councillors for online payment</p> <p style="text-align: right;"><i>Caroline Parkins</i> Chair</p> <p>*Cllr RB said that this invoice should be split with another party and payment should be withheld until arrangements can be made</p> <p>Current Clerk's Salary IT WAS AGREED that the Parish Council will seek bureau arrangements for the calculation and administration of the Clerk's payroll, this can be provided by Dorset Council and the Clerk has agreed to approach them.</p> <p>The Clerk confirmed that once the bank account is up and running and she is able to access it, she will provide monthly bank statements and cash flow forecasts for councillors' consideration.</p> <p>Account and Budget Monitoring to 30th June 2024. The previous Clerk had provided the Account and Budget Monitoring paper and IT WAS AGREED that a further meeting would be convened to discuss it.</p> <p>Risk Register – The Chair confirmed that a risk workshop has been scheduled for the 27th August. The current list of risks is being updated.</p> <p>Foss Orchard Car Park See pre-circulated Actions and Information List – determination of action required as necessary. IT WAS AGREED that a further meeting would be convened to discuss this.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

Ref	Agenda Item	Action
11	<p>CLAPPS MEAD PLAYING FIELD:</p> <p>See pre-circulated Actions and Information List – determination of action required as necessary</p> <ul style="list-style-type: none"> • Updates <ul style="list-style-type: none"> • Playing field and play area • Friends of Clapps Mead • Volunteer Policy and Procedure (consider and agree) <p>The Clerk confirmed that, despite requesting, the play area inspector (KH) had not sent the latest quarterly inspection report.</p> <p>Cllr RB confirmed that the H&S risk assessments had been completed, the insurance had been put into place and that the Fete scheduled for 17th August could go ahead as planned.</p> <p>Cllr RB provided an update on his discussions with the insurers regarding the trampoline and the wider question of cover for the existing play equipment. Cllr RB confirmed that discussions are ongoing.</p> <p>IT WAS AGREED that a further meeting would be convened to discuss this.</p> <p>Councillors expressed thanks to Cllr Benjamin for progressing this with the insurers.</p> <p>Volunteering Policy – this will be reviewed during the meeting referred to above.</p> <p>Cllr RB referred to the content of the website and the Clerk said that the update will be done as soon as practicable.</p>	<p>Clerk</p> <p>Cllr RB</p> <p>Clerk</p> <p>Clerk</p>
12	<p>WORKING GROUPS:</p> <p>Rights of Way The Clerk confirmed that she had received email communication from Vanessa Glenn regarding the footpath adjoining Venn Lane and Butt Lane. The Clerk has already notified Dorset Council Rights of Way Officer.</p> <p>Dorset Council Highway Matters Cllr CP said there is nothing to report.</p> <p>Matters relating to A35 Trunk Road Other than the comments made in Democratic Half Hour (item 2 above) there is nothing to report.</p> <p>Flooding The Parish Council engages with Mick Downes for information on the flooding problems within the village. Mick Downes Confirmed there is nothing to report this month.</p>	<p>Clerk</p>

Ref	Agenda Item	Action
12	<p>WORKING GROUPS (cont):</p> <p>Parishes along the A35 Cllr CP said that she is awaiting a date for the next meeting.</p> <p>Environmental Matters Cllr CW confirmed there is nothing to report.</p> <p>Chideock Air Quality Working Group Cllr CW said that she is awaiting the report from Bristol University and confirmed that the installation of air quality monitors will go ahead in the village.</p> <p>Village Hall The Parish Council representative is Cllr CP, she confirmed there is nothing to report.</p> <p>All Purpose, All Weather Footpath Parish Councillors confirmed that they support the footpath, however this is being progressed by working groups outside the Parish Council and should be taken off the Agenda until there is a report from the Group.</p>	Clerk
13	<p>CONSULTATIONS:</p> <p>The Clerk queried whether this item is necessary on future Agenda and Parish Councillors agreed that it can be removed until such time as a consultation is requested.</p>	Clerk
14	<p>CORRESPONDENCE:</p> <p>The Clerk confirmed that, with the exception of the letter to E Morella MP she was not aware of any other correspondence.</p>	
15	<p>AOB:</p> <p>The Clerk asked whether Councillors would take over the Notice Board located at the Village Shop. Cllrs CW and RB volunteered.</p> <p>The Clerk had circulated a draft letter (written by Vanessa Glenn in July 2024), a small number of revisions were suggested and the Clerk agreed to amend the letter and send as soon as practicable.</p> <p>The Clerk had requested a familiarisation tour of the village by current Parish Councillors and this has been arranged for the 8th August.</p> <p>The Clerk had handed round a sample of 10 different letterheads for consideration by Parish Councillors. Councillors voted for their preferred letterhead and this will feature on future correspondence and paperwork provided by the Parish Clerk.</p>	
	The meeting ended at 11.30am	

Date of the next Parish Council Meeting: 24th September 2024 at Chideock Village Hall, 10am

Previous council minutes can be found on www.chideockpc.org.uk

SUMMARY OF AGREED ACTIONS – 30th July 2024

Action	Owner	Page
Regarding Anna Dunn – remove from future documentation.	Clerk	1
Regarding A35 repairs – write regarding potholes, write regarding request for meeting with National Highways, write to Police and Crime Commissioner.	Clerk / Chair	2
Regarding Miles crossroad/junction – write to Dorset Council (via Cllr SC)	Clerk / Chair	2
Regarding BANP JCC – Speak to Bridport Town Council about membership	Clerk	2
Regarding River Winniford and Water Pollution Issues – remove from Agenda.	Clerk	3
Regarding Motions received with notice – remove from Agenda	Clerk	3
Regarding Finance & Budget – Research payroll bureau arrangements. Set up working groups for Account and Budget Monitoring, Foss Orchard Car Park and Clapps Mead Playing Field.	Clerk	4 / 5
Regarding Insurance issues – provide update to Councillors and Clerk	Cllr RB	5
Regarding Website – update when possible.	Clerk	5
Regarding Rights of Way (Venn Lane and Butt Lane) – keep under review.	Clerk	5
Regarding All Purpose, All Weather Footpath– remove from Agenda.	Clerk	6
Regarding Consultations – remove from Agenda.	Clerk	6

External Organisations - Acronyms:

WATAG – West Dorset – Western Area Transport Action Group

BLAP – Bridport Local Area 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 Christine Watson

BLAP – Cllr Caroline Parkins

BANP – to be ascertained

DAPTC – Cllr Caroline Parkins & Cllr Richard Benjamin