

# Affpuddle and Turnerspuddle Parish Council

The Minutes of the **Monthly Meeting** held on **Wednesday 11<sup>th</sup> July 2018** at the Brianspuddle Village Hall, at 7.00pm

**Present:**

Councillor Nick Gore (Chair)

<b>Also present:</b>	Councillors Sarah Lowman, Jonathan Haigh, Sue Jones, and Lizzie Guinn.
<b>Also in Attendance:</b>	County Councillor Peter Wharf and Lindsay Hole (Parish Clerk).

One member of the public was present for public participation.

## **2018/045 Apologies**

Apologies for absence were received from Councillors Mike Menzies, Charles Barter, Trevor Poole, District Councillors Cherry Brooks, Laura Miller and Graham Brown.

## **2018/046 Declaration of Interest**

Councillor Sarah Lowman declared a pecuniary interest in the planning application for Cruck Cottage and explained that she would not take part in the vote.

Councillor Jonathan Haigh declared a non-pecuniary interest in the S137/S133 Grant Application from the PCC.

Councillor Sue Jones declared a non-pecuniary interest in the planning application for Cruck Cottage as she has a friendship with the applicant and the neighbour.

There were no further declarations of interest.

## **2018/047 Public Participation**

No public participation took place.

## **2018/048 Minutes 13<sup>th</sup> June 2018 and Matters Arising**

The Minutes of the monthly meeting held on the 13<sup>th</sup> June 2018 were confirmed and signed as an accurate record.

### **Matters arising:**

Matters arising were included on the agenda.

Armistice Day Centenary - Councillor Jonathan Haigh provided an update on the plans which include organising wreaths for organisations within the community. The Parish Council, Post Office & Shop, and Community Group have committed to having wreaths.

A proposal was made that the Parish Council purchase a large wreath to the value of approximately £20 and it was **RESOLVED that;**

**The Parish Council will pay for a large wreath to the value of £20 for the commemoration. The vote was approved unanimously.**

There were no further items for discussion.

## **2018/049 Planning Applications**

The following planning application was considered.

Application	Description	Date rec'd
6/2018/0284	Mrs Eve Badcock, Cruck Cottage 31 Briantspuddle DT2 7HT. Replacement of fence at the front of the property, on the east side, with a block rendered wall with pantile coping in keeping with local conservation area.	08/06/2018

6/2018/0284 – Cruck Cottage

Councillors reviewed the application and voted to approve it.

**Voting: Unanimously agreed by Councillors taking part in the vote (Councillor Sarah Lowman did not take part in the vote).** Councillors voted to approve the planning application.

#### **2018/050 Village Hall**

There was no Village hall update.

#### **2018/051 District Councillor's Report**

The District Councillor's Report was provided by Peter Wharf. The key discussion was concerning the Local Plan.

#### **2018/052 Roads and Highways**

Roads and Highways issues were discussed as follows:

- Councillor Jonathan Haigh has reported the overgrown gorse, the verges and Shophill drains. The gorse will be cut back shortly, some of the verges have now cut and the Shophill drains were cleared quickly.
- Councillor Jonathan Haigh has contacted DCC regarding Waddock Cross and the possibility of a halt sign, the response to the request was a firm no from DCC.
- The culverts on the top road by Culpeppers Dish have been cleared.

Turnerspuddle – The work has not commenced. **Action** County Councillor Peter Wharf will follow this up if the work had not been completed by September.

Hollow Cross Triangle – Prior to the meeting Councillor Trevor Poole reported that there had been an accident at the Hollow Cross Triangle on 5<sup>th</sup> July, both Police and Ambulance attended the injury collision.

#### **2018/053 County Councillor's Report**

The County Councillor provided updates on the following items:

- Unitary Authority,
- Ward Boundary Review recommendations,
- Comments associated with the Southover Farm Slurry Lagoon Application can also be made to DCC.

#### **2018/054 Financial Report and Authorisation of Payments**

Cheque No.	Payee	Description	Amount
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100626	Village Hall Committee	Rental	25.00
100627	Lindsay Hole	Clerk Wages	221.10
	HMRC	PAYE	-
100628	A W W Garden Services	Grass cut	102.00
100629	DAPTC	Councillor Training	40.00
100630	DAPTC	Subscription	159.62

**Voting:** The payments were approved. **Voting Unanimous**

Councillors were informed that the bank balance was £21,242.02.

### **2018/055 Correspondence and Information**

Some items of correspondence were discussed as part of items separately identified on the agenda. Other correspondence was distributed electronically prior to the meeting. The following correspondence was discussed:

- An email was received from Councillor Mike Menzies regarding the S137/S133 Grants.
- An email was received from Councillor Charles Barter regarding the S137/S133 Grants.
- An email was received from Councillor Trevor Poole regarding the S137/S133 Grants.
- An email has been received from Peter Talbot regarding the issuing of S137/S133 Grants.
- A further email has been received from Peter Talbot with regard to the budget and precept.
- An email has been received from Lesley Haskins regarding the verges.
- An email has been received from Lesley Haskins with regards to the Woodland Plans, the Parish Council will send an email to the Erica Trust confirming that they are being kept updated with the project and that the PC has no objections to the proposals being made.
- An email was received from Philp Ventham with regard to Daffodil planting.
- An email was received from Philip Ventham regarding the Millennium Stone. Mr Ventham provided the background to the creation and placement of the stone. This item is scheduled for the August Meeting, following a period of public consultation.

### **2018/056 Telephone Kiosk – Project update**

#### Briantspuddle Telephone Kiosk

The light in the Kiosk could not be mended and the electrician has advised that there is likely to be a wait of 4-6 weeks before the light is available from the supplier. Councillor Sarah Loman will inform the electrician that the PC will wait until the display boards have been fitted before ordering the new light.

#### Affpuddle Telephone Kiosk

Chair Nick Gore suggested that the cover for the light in the Affpuddle Kiosk should be cleaned. **Action Chair** Nick Gore will see if this can be cleaned and if not the electrician will be asked to look at it.

#### **2018/057 Risk Assessment Review**

In accordance with the Councils' risk assessment procedure, it was noted that there were no concerns to report on the Village Hall (with the exception of the reinstatement insurance), the shop, the car park and the Parish Clerk's office.

#### **2018/058 Parish Noticeboards**

Consideration of the noticeboard repairs is deferred to the August meeting as a new noticeboard is likely to be needed for Waddock Cross. A quotation is being sought.

#### **2018/059 War Memorial**

Chair Nick Gore has met with the contractor to discuss newly proposed repair work. The cost of this work will be £1,485 plus vat. Councillor Sue Jones will speak to The War Memorials Trust to ask if the existing grant can be extended to cover the repair. If not an additional application for funding will be made.

#### **2018/060 WW1 Commemoration – Daffodil planting**

Councillors discussed planting Wild Daffodils both in the Village and in the woods in commemoration of WW1.

A proposal was made to purchase 2,000 wild daffodils to be planted in the woods which would be £250 including VAT, it was **RESOLVED that;**

**The Parish Council will pay for 2,000 wild daffodils to be planted in the woods to the value of £250 including VAT for the commemoration. The vote was approved unanimously.**

A planting committee will organise the planting and look in to the possibility of a plaque.

#### **2018/061 GDPR Policies and Procedures**

Prior to the meeting the GDPR policies and procedures were circulated to Councillors.

A proposal was made to:

- a) To appoint Purbeck District Council's Solicitor as the Council's Data Protection Officer
- b) To adopt the Data Map
- c) To adopt the Data Protection Policy, Subject Access Request Procedure, Data Breach

Policy and Records Retention Policy

- d) To adopt the Privacy Notices
- e) To receive completed Security Compliance Checklists from all Councillors
- f) To resolve that the council registers with the ICO and pays the relevant Data Protection Fee of £40.

it was **RESOLVED that;**

**The Parish Council agree to items a-f. The vote was approved unanimously.**

GDPR Policies and Procedures will be on the August agenda so that all Councillors can discuss the policies and procedures.

**2018/062 S133 & 137 Grant Applications**

In considering the Grant Applications the Parish Council discussed current & future budget constraints, and the PC Grant Policy.

The PC considered the Grant Applications for 2018/19 as follows:

- Purbeck Citizens Advice Bureau – Grant of £200 approved.

Both costs for providing the service and a detailed explanation of the support available to the Parish was provided. As part of the offer of grant funding the Parish Council will request that the Bureau's services are publicised more widely in the Parish. It was noted by the Council that other sources of grant funding have been sought including Purbeck District Council, Dorset County Council as well as Purbeck Town and Parish Councils.

- The Parochial Church Council – Affpuddle – Grant of £250 approved.

Councillors were given an explanation of the use of a Communion Chalice. The new chalice will be identified by engraving as a gift of the Parish and will be regularly by the community. The PC will request that a receipt for the Chalice will be supplied in advance of payment for the grant in September. In making the award the Parish Council noted that the church accounts for 2017 were in deficit and that no other sources of funding to purchase the Chalice could be identified at this time.

- Purbeck Film Festival – Support offered but no grant awarded on this occasion.

Councillors considered that it did not have sufficient funds, taking its planned expenditure into account to support this grant application. However, the Parish Council is very supportive of the Film Festival, recognising it's benefit to Parishioners by including Briantspuddle Village Hall as a venue. The Council will contact the organisers in the hope of working together to use the facility of the Community Website to promote the Film Festival more widely to Parishioners.

- Briantspuddle Village Hall Committee – Decision deferred to the August meeting, more information will be requested.

The application for a grant of £500 to assist in the provision of improved identification signs for the Village Hall and the main entrance, with the balance of costs being provided from Village Hall Committee funds, was considered by Councillors. Additional information will be requested from Trustees to consider the application more fully. Information to be sought will include details of the proposed signs and their positioning together with the associated quotations. In line with the Council's Grant Policy details of the extent to which funding has been sought or secured from other sources has also been requested. The Parish Council will re-consider the application at its August meeting with the benefit of the additional information.

**2018/063 Application WD/D/18/001035 Southover Farm**

Councillor Sarah Lowman attended the Puddletown Area Parish Council (PAPC) meeting on behalf of the PC. PAPC have been in touch with DCC via Charlotte

Rushmere regarding Waste Management. During the application process new information has started to come to light and Councillors were informed that there is also an application that has been lodged with PDC by J F Cobb for Winfrith.

The PC will write to both DCC and PDC as follows:

DCC – The PC will write to DCC again to request that they attend a PC meeting to address concerns. The PC will request a deferral of their final decision until the end of September due to unresolved issues and missing information. The PC will also ask that this application is reviewed by committee and not delegated.

PDC – The PC will send PDC a copy of the letter sent to DCC. The PC understand that there has been a series of questions about enforcement relating to the application submitted to PDC, the Parish Council would like a copy of these questions and answers before they can consider the application further. The PC will request clarification on the complete situation and inquire about conditions that could be applied. The PC will be requesting an extension until the end of September to respond to the application which will allow time for DCC to address the issues raised by the Parish Council.

Councillors discussed the possibility of making a small contribution to the use of the highway through Sares Wood in an effort to mitigate the effects of tractor and trailer movements.

#### **2018/064 Car Park Risk Assessment Review**

The Car Park risk assessment was circulated to Councillors prior to the meeting. A form, to be completed by users of the car park, needs to be added. Councillors approved the Risk Assessment subject to the form being made available.

#### **2018/065 Parish Clerk Vacancy**

Councillors considered the revised job description, hours and pay. The revised job description hours and holiday pay were agreed. The role of Parish Clerk will be advertised with PDC, DAPTC and in the Parish Magazine.

#### **2018/066 Any other business**

##### Dorchester Marathon feedback

Prior to the meeting a parishioner reported that they had experienced access problems during the Dorchester Marathon event. These were reported to DCC with no positive outcome. The Parish Council will invite comments from Parishioners and add Dorchester Marathon feedback to the next agenda.

There were no further items for discussion.

#### **2018/067 Date of the Next Meeting**

The next meeting of the Parish Council will be on Wednesday 8<sup>th</sup> August 2018 at 7pm in the Village Hall.

The meeting closed at 9.40pm