

CHIDEOCK PARISH COUNCIL

Clerk to the Council:

Sal Robinson
60 North Allington
Bridport
DT6 5DY
Telephone 01 308 426327
E-mail Chideock@dorsetparishes.gov.uk

Minutes of the Annual Parish Council Meeting held at the Village Hall, Chideock on Tuesday 29 May 2012 at 7:30pm.

Present: Cllrs Rob Murray (Chair), Kate Geraghty, Caroline Barnes and Elizabeth Grant.

In attendance: The Clerk, DCC Cllr Brierley and 4 members of the public.

The meeting commenced at **7:34pm**.

As Chair of the previous Parish Council, Cllr Murray took the Chair for the first item on the Agenda.

1162 Election of Chair and Signing of Declaration of Acceptance of Office as Chair.

Cllr Murray was proposed by Cllr Geraghty and seconded by Cllr Barnes. Cllr Murray, being prepared to stand as Chair, was **ELECTED** unanimously.

Cllr Murray signed the Declaration of Acceptance of Office as Chair in the presence of the Clerk.

1163 Apologies. None.

1164 Declarations of Interest. None declared at this point in the meeting.

1165 Election of Vice-Chair and Signing of Declaration of Acceptance of Office as Vice Chair.

Cllr Barnes was proposed by Cllr Murray, seconded by Cllr Grant. Cllr Barnes, being willing to stand, was **ELECTED** unanimously.

Cllr Barnes signed the Declaration of Acceptance of Office as Vice Chair in the presence of the Clerk.

1166 Election of Councillors to Committees.

a) Finance Committee and Planning Committee.

Given that there are only 4 Councillors, it was **RESOLVED** that all councillors be on the Finance and General Purposes Committee and the Planning Committee. Proposed by Cllr Murray, seconded by Cllr Grant, carried unanimously.

b) Playing Field Committee.

Cllr Grant said that she did not wish to continue on the Playing Field Committee.

Cllr Murray was proposed by Cllr Grant, seconded by Cllr Barnes. Cllr Murray was **ELECTED** unanimously.

The Clerk will confirm that the lay members Mrs Sue McDougal, Mrs R Daniels and Mr N Zaiger are willing to continue on the committee. **NOTED** that Mrs L Crisp has agreed to be a lay member.

1167 Appointment of Representatives, who do not have to be Councillors.

It was **AGREED** that this remain as per last year, viz:-

- a) Rights of Way – all Councillors
- b) Ancient Monuments – Canon McDougal had said that he would continue.
- c) Village Hall – Cllr Murray
- d) Matters pertaining to A35 – all Councillors, with Cllr Murray responsible for special issues e.g. Air Quality
- e) Dorset County Council Highways – all Councillors.
- f) Bridport Local Area Partnership – Cllr Murray
- g) Western Area Transport Action Group – the Clerk
- h) Dorset Association of Parish & Town Councils – Cllr Barnes and Cllr Grant.

1168 Minutes.

a) RESOLVED to accept and sign, as a true record, the minutes of the Parish Council meeting of 24 April 2012, after the following amendments were made:

- Minute 1151, Cllr Summer' report, 1st line of 1st bullet point – replace "Clerk" by "Clarke"
- Minute 1154, e) ii – insert "Enforcement" between "WDDC" and "Officer"
- Minute 1154, e) iii, third line – amend "he" to "the"
- Minute 1157, 2nd line – amend "Young" to "young"

Proposed by Cllr Geraghty, seconded by Cllr Grant, carried unanimously.

b) The minutes of the Annual Village Meeting held on Tuesday 1 May were **NOTED**.

1169 County and District Councillor's and Police Reports.

Cllr Brierley reported as follows:-

- **DCC** is concentrating its efforts on the forthcoming Olympics so there are few meetings being held at present.
- **Charmouth Library.** The volunteer group are almost ready to take over the running of the library. Negotiations are on-going on some matters e.g. the use of the library management system and training for this, transfer arrangement for the current member of staff. The transfer of the library should be complete by mid-September.
- **Police.** Elections for the new style Commissioners take place on 15 November. Agreed that an article on this be placed in the September / October Chideock News.

Cllr Geraghty asked if Cllr Brierley had heard anything from Oliver Letwin MP regarding the proposal to limit HGV traffic to improve air quality. Cllr Brierley said he had not. **AGREED** that this we followed up with Oliver Letwin and with WDDC Environmental Health.

CC

Standing Orders were suspended for the following item.

1170 Democratic Period.

Canon McDougal, Ancient Monuments' representative, gave a report on the Chideock Society talk by Nancy Grace, National Trust archaeologist, on the recent Golden Cap dig.

Cllr Barnes asked where the finds will be displayed – Clerk to find out.

CC

A member of the public asked if further efforts can be made to protect the early purple orchids in Carters Lane when the verges are mowed by DCC contractors. Agreed that the Clerk contacts Dawn Atkins, DCC Highways, and possibly the Marshwood Vale Lengthsman about this.

CC

A member of the public said that since Mill Lane had been resurfaced water is pooling at the edges and potentially flooding properties. DCC have inspected this and will have to do remedial works, probably in the Autumn.

Mrs Crisp spoke about the letter she had received from WDDC Enforcement Officer Sean Williams in response to her letter regarding the application for a CLU for 16 Acre Field. A copy of the letter has been given to the Clerk who will pass it to all Councillors.

CC

2 members of the public said that they did not think that the QEII Fields plaque should be placed on the gate into Clapps Mead as it would be too easy for it to be stolen. It was agreed that careful consideration must be given as to the site and fixing method for the plaque and that, once it had been "unveiled" on 2 June, it will be kept by the Clerk.

Standing Orders were resumed.

It was agreed to take Agenda items 13 & 14 at this point, as they were of particular interest to the members of the public present.

1171 Clapps Mead Playing Field.

The update on Clapps Mead (see Actions and Information List) was **NOTED**.

Additionally, it was **NOTED** that Mr Mudford has cleared the ditch and that Mrs Mudford will trim the oak trees on her land before the Jubilee celebrations next weekend.

The 1st draft of the Management Plan, covering Maintenance Tasks, was **NOTED**. Cllr Geraghty asked that the proposed Wild Life Area be added to the document. **AGREED** that Cllr Geraghty and Mrs McDougal identify suitable areas for this.

KG

Agreed that the report be updated to reflect the replacement of the cradle swing seat in May 2012.

CC

1172 Queen Elizabeth II Diamond Jubilee Celebrations & Olympic Torch Relay Event.

AGREED that the Bridport News and View from Bridport be asked to attend the unveiling of the QEII Fields plaque.

CC

AGREED that Mr & Mrs G Chatten be invited to the unveiling as they were involved with Clapps Mead for many years when there was no member of the Grafton family in the village.

CC

Concerns were expressed that the garden area at Foss Orchard Car Park might be trampled by spectators during the Olympic Torch Relay. Cllr Grant will take this to the Fete Committee.

EG

1173 Reports / Updates by the Clerk and Councillors.

All items from the Actions & Information List were **NOTED**, with the exception of those detailed below.

- a) **6A –Pettycrate Lane.** Cllr Grant has spoken with Mr Maskell, owner of part of the land to the north of the lane, who thinks that there is a spring at the top which is causing the water which runs down the land. He does not think that bunds will solve the problem and suggests that, when the lane is resurfaced, a channel should be made for the spring to run in.

- b) **11 – Paths4Communities Funding Scheme.** Cllr Grant suggested that gates on bridleways be

replaced with hunting gates. She will identify locations and the Clerk will pass this information on to DCC ROW & the National Trust for their comments regarding applying for funding. It was suggested that an application could be made to improve the fingerpost signage in the area. A further suggestion was regarding improving Hell Lane, which is a DCC road. The Clerk to find out what constraints this places on CPC applying for this type of funding. EG
CC

- c) **11C – Footpath Guides.** Cllr Grant said that she has sold 40 guides and has passed £10 to the Clerk. The Council thanked Cllr Grant for her good work.
- d) **14 – Persons Urinating at Foss Orchard Car Park.** Cllr Murray said that he has trimmed the buddleia and that the grass will be cut soon. **AGREED** that the Clerk ask the police what action they can take if the car registration is reported to them –can a warning letter be written to the registered keeper? CC

1174 Planning Matters.

a) Applications.

1/D/12/000666 LANGDON, CHIDEOCK HILL Convert garage to bedroom & erect porch (Full). Cllr Geraghty declared a personal interest as she knows the applicants.

Chideock Parish Council has no objection in principle but has the following concerns:-

- a) *the conversion of the garage forms a relatively self-contained unit, and so, if consent is given, conditions should be made to ensure that the property cannot in the future be split i.e. the converted unit should remain an integral part of the main dwelling*
- b) *that there could be an impact on traffic entering from / exiting to the A35 if occupation of the annex gave rise to another vehicle.*

b) To consider any applications received after the agenda was circulated. NONE.

c) Determinations.

The following determinations were **NOTED**.

- i. **1/D/12/000243 16 ST GILES CLOSE** Demolish existing conservatory and erect enlarged conservatory with dwarf wall (Certificate of Lawfulness (Pro) **APPROVED**
- ii. **1/D/12/000163 26 RIDWOOD** Demolition & erect single storey extension (Full) **APPROVED**.
- iii. **1/D/12/000330 GOLDEN CAP HOLIDAY PARK** Certificate of lawfulness for existing use of the land for agriculture and seasonal summer camping (Certificate of Lawfulness (Exi)) **APPROVED**
- iv. **1/D/12/000121 THE MILL HOUSE, MILL LANE** Site 12 photovoltaic panels in garden (Full) **REFUSED**.
- v. **CA/12/00120 - VINE COTTAGE, SEA HILL LANE** - Proposal: T1 - Weeping Willow - reduce height back to previous topping points. T2 - Beech - light crown thin - removal of dead/crossing branches (thinning by 5-10%) **APPROVED**
- vi. **CA/12/00132 - THE COTTAGE, MILL LANE** - Proposal: 2 No. Cupressus Macrocarpa – fell **APPROVED**
- vii. **TP/12/00163. HOLME COTTAGE, PETTYCRATE LANE** Proposal: 3 No. Macrocarpa - shorten second order branches back from roof and garden by 1-2m to a suitable pruning position; remove dead wood and shorten lane side by 1-2m to a suitable pruning position. **APPROVED**

d) To note any determinations received after the agenda was circulated. NONE

e) Any Other Planning Matters.

- i. **1/D/12/000501 3 COLLINS COURT** Erect single storey rear extension (Full) – **NOTED** that a submission was made after consultation with all councillors
- ii. **1/D/11/001823 - LAND ADJ A35.** The update from WDDC Enforcement was **NOTED**.
- iii. **1/D/11/001952 - HAZEL BOWER** – **NOTED** that a submission on amended plans was made after consultations with all councillors.
- iv. **Proposed development at Golden Cap Holiday Park.** **NOTED** that the application has not yet been registered and that Mr Martin Cox will attend the next CPC meeting if it has been registered by then.
- v. **Draft Local Plan.** The dates for the drop-in events during the public consultation period were **NOTED**. Cllr Murray said that BLAP would be making a detailed response.
- vi. **BDP Renewable Energy Strategy.** **AGREED** that Cllr Murray's submission against endorsement of the strategy should be submitted, after typographical errors are corrected. RM,
CC
- vii. **Cllr Summer's meeting with Dr Evans re enforcement and CLU applications.** **AGREED** that CPC write to Oliver Letwin MP. Cllr Geraghty and the Clerk to produce a draft for circulation to all Cllrs. KG,
CC
- viii. **Neighbourhood Planning** – Planning Aid Training Session Sat 30 June. **AGREED** that Cllr Geraghty and the Clerk attend. KG,
CC

1175 Finances

- a) **AGREED to RATIFY** the purchase of 72 Queen's Diamond Jubilee Mugs, at £2.60 per mug, £22 carriage + VAT = £251.04. £125 of the cost to be covered by a donation from the Chideock Society, the remaining £126.04 to be taken from the Community Fund.
- b) **AGREED to RATIFY** the purchase of 6 fence posts + Creocote for repair of the fence at Clapps Mead Playing Field, at a cost of £20.24 + £4.05 VAT = £24.29.
- c) **Payments.**
RESOLVED to make the following payments:-

Clerk's Salary & Expenses for May	£507.39
Fenland Leisure Products Ltd for replacement cradle swing seat	£88.80
DAPTC Subscription 2012-13	£186.99

Proposed by Cllr Murray, seconded by Cllr Barnes, carried unanimously.

d) Foss Orchard Car Park

- i. ACO Drain Repair – **AGREED** that the Clerk find out when the contractors can start and that, as the 2 quotations are close, the work be authorised. **CC**
- ii. **NOTED** the Nett income of £38.11 from ticket sales 1 Oct 2011 – 31 Mar 2012
- iii. Revised WDDC Management Contract. **AGREED** that there are 3 courses of possible action:-
 - To take the new contract as it stands – however this is unacceptable as it would lead to a considerable loss which would have to be made up from the Precept
 - To negotiate a revised contract, as was done before
 - To take over the management – but only if there is no alternative.**AGREED** that the Clerk draft a letter to Cllr Summers, to be circulated to all. **CC**

e) Internal Audit, Year End Accounts & Annual Return

RESOLVED to

- accept the Internal Auditor's Report.
- accept the Annual Accounts for 2011-12
- accept and sign the statutory Annual Return for 2011-12, Pages 2 and 3, with Page 3 answers of Y for Q 1 – 8, N/A for Q9.

Proposed by Cllr Murray, seconded by Cllr Barnes, carried unanimously.

f) Risk Register.

RESOLVED to adopt the current Risk Register as is for the coming year. Proposed by Cllr Murray, seconded by Cllr Grant, carried unanimously.

AGREED that updating of the Risk Register is a continuous process and Cllrs should notify the Clerk if they identify a new risk. **ALL**

AGREED that all volunteers be shown the conditions contained in the Insurance documents relating to volunteers performing work on behalf of the Parish Council. **CC**

g) Insurance Renewal.

RESOLVE to

- Continue to use Came & Company as brokers, Norwich Union as insurers
- Enter into a new Long Term Agreement with Came & Co for the next 3 years
- Renew the policy with assets insured and sums assured unchanged (sums assured automatically increase by 5% per year), 2012-3 premium £408.51.

Proposed by Cllr Murray, seconded by Cllr Barnes, carried unanimously.

1176 Current Consultations.

- a) **NOTED** that the agreed comments on the draft WDDC Corporate Plan 2012 – 2016 were submitted by the due date.
- b) Defra consultation - 'Improvements to the policy and legal framework for public rights of way', required by 6 August. **AGREED** that Cllr Murray draft a response. **RM**

1177 Motions Received with Notice.

As proposed by Cllr Murray, it was **RESOLVED** to adopt Health and Safety, Child Protection & Equal Opportunities Policy documents.

Proposed by Cllr Murray, seconded by Cllr Geraghty, carried unanimously.

1178 Correspondence. There were no other items of correspondence to be brought to Councillors' notice.

1179 To confirm the date and time of the next meeting of Chideock Parish Council.

The next meeting of Chideock Parish Council will be on Tuesday 26 June 2012 at 7:00pm if Mr Martin Cox is attending, else at 7:30pm.

The meeting closed at **9:35pm**.