

Bradpole Parish Council

Minutes of the Meeting of Bradpole Parish Council held at Bradpole Village Hall on Thursday 5th October 2023 at 7.30pm

Present: **Councillors:** Colin Baker (*Chairman*) **Officers:** Sandy Goldsmith (*Clerk*)
Neil Chilcott (*Vice Chairman*) Jo Hughes (*Deputy Clerk*)
Paul Everall (*Vice Chairman*)
John Mather
Patrick Mooney
Sharon Morgan
Tony Veglio
Alan Smart
Wendy Smart
Kelvin Clayton (*Dorset Council*) **Public:** 1

1. Apologies for Absence:

Councillors: Peter Wilson, Dave Bolwell (*Dorset Council*), Sarah Williams (*Dorset Council*)

2. Declarations of Interest and Grants of Dispensation

Declarations of Interest - none at this time. Councillors to declare an interest at the time should the need arise.

3. Minutes of Meeting held on 7th September 2023

Minutes taken as read. Cllr Baker asked if the minutes should be signed as a true record of the meeting.

Proposed: Cllr Everall **Seconded:** Cllr A Smart **Resolved**

Unanimously agreed and the minutes were duly signed.

4. Matters Arising from 7th September 2023 Minutes

a) **Railway Crossing Gates update** - the Deputy Clerk confirmed that the new railway gate has been installed. There are a few minor painting jobs to be completed by both Acorn Joinery and the Lengthsman which will be completed imminently. Clerk to proceed with final payment and letter of thanks to Acorn Joinery.

b) **Extending Fitness Trail update** - the Deputy Clerk confirmed that the new wheelchair accessible piece of fitness equipment had been installed at Gore Cross Recreation Area earlier that week.

c) **Disabled Access at Gore Cross Path to Fitness Trail - to consider quote received** - the Deputy Clerk had previously circulated a quote to all for £1,866.67 plus VAT to install a new accessible gate in the fence line alongside the fitness trail. It was agreed to accept the quote from the local contractor who has undertaken all of the recent ease of access works for the Parish Council.

Proposed: Cllr Chilcott **Seconded:** Cllr Morgan **Resolved**

d) **Interpretation Board at Railway Crossing Gardens** - the Deputy Clerk confirmed that this project was underway.

e) **Dorset Council Owned Land - Nature Reserve, Court Close** - the Clerk confirmed that no update has been received from Cllr Bolwell regarding the nature reserve. Agreed for Clerk to report the issue again to Dorset Council.

5. Scheme of Delegation

None.

6. Reports from Dorset Council Councillors

Cllr Clayton advised that Dorset Council plan to pursue a Devolution Deal which could see increased funding from central government. More details will be available in Dorset Council's newsletter this week.

7. Democratic 10 Minutes

None.

8. Reports from Outside Organisations

- a) **BLAP** - Cllr Everall attended the BLAP Parish Liaison meeting on 15th September where Chris Loder MP gave an update on various issues and answered any questions.
Cllr Everall also advised that the BLAP Health & Wellbeing working group covered two topics: dentistry provision in Bridport and a befriending project.
The next BLAP Parish Liaison meeting will be taking place on 30th October with a speaker from National Highways.
- b) **Western DAPTC** - Cllr W Smart advised that the date of the next Western Area DAPTC meeting has been confirmed and will be taking place by Zoom which she hopes to attend.
- c) **Bradpole Buzz** - a request for budget requirements from volunteer groups has been requested by Bridport Town Council for their budget preparations. The Clerk confirmed that the Bradpole Buzz group will be meeting with Bridport Town Council to discuss their requirements. The Clerk also confirmed that the new fruit tree planting is being progressed but the Buzz Group have asked if it would be possible for a water butt to be installed at Pageants Field. With concerns over health and safety, Councillors were asked to give the suggestion some more thought and feedback to the Clerk.
- d) **BANP** - Cllr Everall confirmed that there was no update.

9. To Agree Reviewed Councillor Areas of Responsibility

The Deputy Clerk had previously circulated to all an updated Councillor Areas of Responsibility document which now included areas for the more recently appointed Councillors. All agreed with the updates. Deputy Clerk to add to website and forward to Clerk for the Parish noticeboards.

10. Bradpole Parish Archives

After discussion it was agreed that a working group consisting of Cllr Morgan, Cllr Chilcott, Cllr W Smart, Cllr A Smart and Cllr Baker meet to discuss and progress the archives project based on a timeline idea providing a history of the Parish Council. Cllr Morgan agreed to be the project lead. Clerk to contact the interested resident to provide an update and to see how he could get involved.

11. Community Governance Review

a) Meet your Local Councillor event held at Gore Cross Recreation Area

The event took place on Saturday 30th September although there was limited public interest. A follow up information evening for prospective Councillors will be taking place at Bridport Town Hall on Thursday 12th October at 7pm

12. Chairman's Information

Cllr Baker advised the following:

- The Chairman's Weekly Report will be circulated tomorrow.
- An updated NPPF (National Planning Policy Framework) was issued in September 2023 although no information has been circulated by NALC or the DAPTC.

13. Planning Applications:

a) To receive any updates on current applications:

No current applications

b) To consider any applications received after published agenda:

- **P/HOU/2023/03710 - 2 Newfoundland, Bradpole DT6 3JB** - Erect studio/office with ancillary accommodation - agreed for the Deputy Clerk to request an extension until 3rd November to enable Councillors to discuss and finalise a corporate response at the November Parish Council meeting.

14. Correspondence

- a) **DAPTC Information** - all information circulated to Councillors/referred to in weekly newsletters.
- b) **NALC Information** - all information circulated to Councillors/referred to in weekly newsletters.

- c) **Dorset Council Information** - all information circulated to Councillors/referred to in weekly newsletters.
- d) **Email from resident in regards to the grass cutting of Gore Cross Recreation Area** - the Deputy Clerk confirmed that a response had been sent to the resident advising that the grass cutting contract with Bradpole Parish Council ends in November and will be taken over by Bridport Town Council from April 2024.
- e) **Email from resident asking Parish Council to raise Lee Lane flooding concerns and blocked drains with Dorset Council** - the Deputy Clerk confirmed that the Lee Lane flooding and blocked drains had been reported to Dorset Council and the resident notified and updated accordingly.
- f) **Email from member of the public requesting information from the Parish Council in regards to Japanese Knotweed on Parish Council owned land** - Cllr Chilcott advised that he had met with the member of public and explained the Parish Council's regime that is in place to deal with the Japanese Knotweed on Parish Council owned land. The Clerk also confirmed that the area has once again been treated and was being well managed and controlled.
- g) **To consider any correspondence received after published agenda:**
The Clerk advised that the Finance Officer from Bridport Town Council had requested the bank balances for Bradpole Parish Council. Agreed that this information would be provided after the Parish Council's budget working group meeting on 23rd October.

15. Finance:

a) Payments for agreement and approval:

1967 - B Burton - Grass Cutting September - £550.00
 1968 - Bradpole Village Hall - September Rent £20.00
 1969 - BTC - Lengthsman Scheme £2,400 (£400 VAT)
 1970 - Aacorn Joinery - Railway Crossing Gate £1,682.60 (£336.52 VAT)
 1971 - Broxap Ltd - New Fitness Equipment £3,395.70 (£565.95 VAT)
 1972 - K Hussey - Playground & Equipment Inspection £22.50
 1973 - BDO LLP – External Audit £378.00 (£63.00 VAT)
 1974 - M Meech - Internal Audit £75.00
 1975 - Mrs J Hughes £433.53 - Wages £420.53, Pension Contribution £13.00
 1976 - Mrs S Goldsmith £533.08 - Wages £468.78, Stamps £6.00, Inks £58.30
 1977 - Mrs S Goldsmith - Flower Bulbs £29.00
 1978 - HMRC - £129.80

Proposed: Cllr Chilcott

Seconded: Cllr Veglio

Resolved

b) Bank Balances: Current Account: £41,942.82 Deposit Account: £25,423.01

The Clerk confirmed that the second precept payment had been received.

c) External Audit Return Year End 31st March 2023

The Clerk advised that Bradpole Parish Council had been selected within the 5% of councils that BDO select for additional checks to be undertaken as part of the external audit. During this process, two areas were picked up by the external auditors:

- 1) The Parish Council's insurance coverage and risk management had not been carried out as an agenda item and was therefore not covered in the Parish Council's minutes;
- 2) An error on the AGAR was returned for amendment.

The external audit has now been completed with no matters arising.

16. Democratic 10 Minutes

None.

17. Parish Maintenance

- the Clerk advised that the access path for the newly proposed and agreed accessible gate at Gore Cross path to the fitness equipment is currently inaccessible so will need to be scraped back and re-laid (needs to be 1.5m wide). The Clerk and Cllr Veglio will proceed with obtaining quotes to undertake the work.

- the Clerk confirmed that she had met with Carl Stoodley of Forest & Tree Care Ltd who confirmed that all the trees were in good order but the hedge at The Gore needs to be re-laid and the tree branches on the left-hand side lifted whilst the hedge on the right-hand side needs to be cut down to fence height and tree canopies raised. The quote to undertake the work was £1,760 +VAT. All agreed to accept the quote with the work being undertaken in November/December.

Proposed: Cllr Chilcott

Seconded: Cllr A Smart

Resolved

18. Clerks Information

- the Clerk advised that the Village Hall Trustees have advised that as no additional kitchen equipment is required for the village hall, could the £1,000 pledged by the Parish Council be used to purchase other necessary items. All agreed that the Village Hall Trustees can decide what they would like to purchase but the Parish Council would like a plaque to mark this. It was also confirmed that the Village Hall AGM will be taking place on 13th November.

19. Councillors Information

Thanks were passed to Cllr Chilcott, Cllr Everall and the Deputy Clerk for covering the last two weeks whilst the Chairman and Clerk were on annual leave.

20. Date of Next Meeting

The next Parish Council meeting will take place on Thursday 2nd November.

Meeting closed at 8.55pm

Signed: C Baker

Dated: 2nd November 2023