

## NETHERBURY PARISH COUNCIL

### MINUTES OF THE ANNUAL GENERAL PARISH COUNCIL MEETING 24<sup>TH</sup> MAY 2022

**PRESENT:** Cllr Richard King (in the chair); Cllr Graham Hawkins; Cllr Peter Bailey; Cllr Mark Rogers; Cllr Bob Huxter; Cllr Kevin Goodfellow; Cllr Clare Handford and Cllr Tony Alford.

**ATTENDANCE:** Jessica Teasdale (Clerk)

#### 1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN

The Clerk informed members that one nomination had been received for the position of Chair. Cllr Hawkins proposed Cllr Bowditch to serve for the term of a year, seconded by Cllr Handford and by a show of hands, members of the council all agreed.

##### a) **Signing of the Declaration of Acceptance of Office.**

The Clerk would arrange with Cllr Bowditch to sign the Declaration of Acceptance of Office form. Cllr Bowditch wished the council to know that he would not be willing to continue as chair beyond the current year.

One nomination had been received for Vice Chair. Cllr Hawkins proposed Cllr King to serve for the term of a year, seconded by Cllr Handford, and by a show of hands, members of the council all agreed. Cllr King wished the council to know that he would not be willing to take on the role of chair in the future but would be happy to stand as vice chair if nominated.

Councillors to give consideration to succession planning for the position of chair.

#### 2. APOLOGIES AND APPROVAL OF ABSENCE

Apologies were received from Cllr Robert Bowditch; Cllr Caroline Pearce; Cllr Chris David and Cllr Yvonne Dyke. This was approved by the Council.

#### 3. DISCLOSURE OF INTEREST AND DISPENSATIONS

Cllr Rogers declared an interest in items 7a and 14j.

#### 4. MINUTES OF THE LAST MEETINGS

##### a) **Annual Parish Council Meeting 22<sup>nd</sup> March 2022**

A copy of the minutes from the meeting held on the 22<sup>nd</sup> March were confirmed as a true and accurate record by the Council and were signed by the vice chair.

##### b) **Parish Council Meeting 22<sup>nd</sup> March 2022**

A copy of the minutes from the meeting held on the 22<sup>nd</sup> March were confirmed as a true and accurate record by the Council and were signed by the vice chair.

#### 5. MATTERS ARISING AND ACTIONS UPDATE (not covered elsewhere on the agenda)

Actions arising from the parish council meeting on the 22<sup>nd</sup> of March had been actioned.

#### 6. PUBLIC PARTICIPATION

There were several members of the public present, who contributed to items 7a, 7c, 10 and 14j.

#### 7. CORRESPONDENCE AND NOTICES

##### a) **Parnham Park**

- 1) Open letter from Parnham Planning Response Group (PPRG) to Parnham for information
- 2) P/FUL/2021/02977 Parnham Estate Parnham Beaminster DT8 3LZ (Comments by 05/06/22)

Cllr King informed the council that along with Cllr Alford, Cllr Knox and Cllr Monks, they are visiting Parnham Park on the 4<sup>th</sup> June, ahead of the Jubilee event, to view and look at plans for the estate. Cllrs Alford and Knox continue to have open conversations with the planning department. The updated application for the boathouse includes a business plan. Cllr Alford stated that there is a

continued call for the estate to produce a master plan. Currently the planning department are bound to considering planning applications case by case.

A member of the public stated that the planning applications had no financial tie in to the restoration of the house. And that the business plan did not outline how the income from the planning applications received to date would support the restoration of the main house.

**b) Letter from Citizens Advice and request for donation.**

Councillors discussed the work of Citizens Advice and the support that had been given to people within the parish. Cllr Handford proposed a donation of £300, seconded by Cllr Bailey, agreed by a show of hands.

**c) Letter from Hedgehogs R Us via a parishioner (Hedgehog Highway Project )**

Councillors discussed the request to support an initiative to raise awareness of the decline in the number of hedgehogs by purchasing a box of 50 Hedgehog Highway surrounds at a cost of £150. The surrounds are used to provide a 5 inch gap in a fence to allow hedgehogs to move between gardens. Cllr Goodfellow suggested that the parish council could purchase the surrounds and donate them to the local primary school for the children to use. A parishioner who is hedgehog leader for the Dorset Mammal Group would be willing to attend the school to present a session on hedgehog conservation.

**Action:** The Clerk to write to Salway Ash Primary School to ask if they would be interested in the initiative.

Subject to the uptake, Cllr Goodfellow proposed purchasing a box at £150, seconded by Cllr Rogers, approved by a show of hands.

**8. CODE OF CONDUCT FOR CONSIDERATION AND APPROVAL**

Netherbury Parish Council Code of Conduct had been shared with councillors. Councillors were happy to adopt the code.

**9. TO APPROVE LICENCE FOR SPEED INDICATOR DEVICE – DORSET COUNCIL**

The speed indicator device licence between Dorset Council and Netherbury Parish Council had been shared with councillors. Councillors were happy for the clerk to sign and return the licence to Highways. Cllr Rogers asked why Melplash were only able to have one device. The clerk explained that the sign is classed as temporary so cannot be fixed to one location. The poles have been installed by Dorset Council and the sign would rotate every six weeks between one end of the village and the other. Members of the Community Speed Watch Team would take on this responsibility. Dorset Council would provide a risk assessment and training. The device will be a parish council asset and will be covered under the councils insurance.

**10. TO DISCUSS RUNNING OF NETHERBURY PLAYING FIELD AND PLAYING FIELD CHARITY AND TRUSTEES**

At a recent emergency playing field committee meeting, residents of the village expressed an interest to continue with fund raising events but did not wish to serve on the committee. Due to current numbers the playing field committee cannot continue and therefore would not be in a position to oversee the maintenance and running of the field. Cllr King informed councillors that the Playing Field Charity, which was set up in 1920, needed to secure trustees. A member of the public voiced an interest but wished to know what the constitution and responsibilities were.

Councillors agreed to taking on the running of the playing field as an emergency measure until the end of the financial year. The parish council will call a meeting, inviting local parishioners and members of the football clubs, with a view to appointing new trustees. The council's wish would be for the trustees to take back the running of the field.

**11. TO APPROVE THE DATES FOR COUNCIL MEETINGS 2022/23**

The dates had been shared with councillors. All dates were confirmed.

## **12. TO APPOINT COUNCIL REPRESENTATIVE FOR DORSET ASSOCIATION OF PARISH AND TOWN CLERKS (DAPTC)**

Cllr Bailey agreed to continue as council representative.

## **13. ACCOUNTS**

### **a) Annual Governance and Accountability Return 2021/22**

#### **1) To consider and approve Certificate of Exemption**

Councillors discussed certifying the council exempt from a limited assurance review as the council meets the criteria. Cllr King proposed that the authority certify itself exempt, seconded by Cllr Bailey. With a show of hands all were in favour.

#### **2) To consider and approve Annual Internal Audit Report (including internal audit letter and reconciliation)**

Councillors considered the reports. Cllr King proposed approval of the Annual Internal Audit Report, seconded by Cllr Bailey. With a show of hands all were in favour.

#### **3) To consider and approve Annual Governance Statement 2021/22**

Councillors considered the statement. Cllr King proposed approval of the Governance Statement, seconded by Cllr Bailey. With a show of hands all were in favour.

#### **4) To consider and approve Accounting Statement 2021/22**

Councillors considered the statement. Cllr King proposed approval of the Accounting Statement, seconded by Cllr Bailey. With a show of hands all were in favour.

### **b) To approve Focus Ltd invoice of £72.00 (Internal audit)**

Cllr King proposed payment of the invoice, seconded by Cllr Handford, agreed by a show of hands.

### **c) To approve Vision ICT invoice of £161.26(Website host & support)**

Cllr King proposed payment of the invoice, seconded by Cllr Handford, agreed by a show of hands.

### **d) To approve clerks expenses of £23.85**

Cllr King proposed payment of the invoice, seconded by Cllr Handford, agreed by a show of hands.

### **e) To approve Morelock invoice of £2495 + £499 VAT (Speed indicator device)**

Cllr King proposed payment of the invoice, seconded by Cllr Handford, agreed by a show of hands.

### **f) To approve CB Reid invoice of £31.20(Payroll services)**

Cllr King proposed payment of the invoice, seconded by Cllr Handford, agreed by a show of hands.

### **g) To consider donation request for Netherbury village community jubilee event**

A group of Netherbury residents have organised an event in the village to celebrate the Queen's Jubilee. Various resources have been purchased for the event.

Cllr King proposed a donation of £150, seconded by Cllr Bailey, agreed by a show of hands.

### **h) To note payment of £124.75 (Bridport Town Council BLAP)**

Councillors noted the payment.

### **i) To note payment of £282.88 (Dorset Council for emptying bin SWA)**

Councillors noted the payment.

## **14. PLANNING APPLICATIONS RECEIVED**

The following planning applications had been received and reviewed by Councillors:

- a. P/FUL/2022/02355P Alwyn House Beaminster Road Melplash Dorset DT6 3UD (Comments ended 03/05/22)
- b. P/HOU/2022/02475, Peace Cottage Slape Hill Waytown Dorset DT6 5LQ (Comments ended 13/05/22)
- c. P/FUL/2022/02559, Land at Whitecross Netherbury Bridport DT6 5NH (Comments by 16/05/22)
- d. P/HOU/2022/02265, St James Cottage St James Road Netherbury Bridport DT6 5LW (Comments by 19/05/22)

- e. P/FUL/2022/02251, Broad Road Farm Beaminster Road Bridport Dorset DT6 3TS (Comments by 19/05/22)
- f. P/HOU/2022/02622, 1 Salway Drive Salwayash Bridport DT6 5LD (Comments by 19/05/22)
- g. P/FUL/2022/02229, Broad Road Farm Beaminster Road Bridport Dorset DT6 3TS (Comments by 19/05/22)
- h. P/FUL/2022/02784, Ashleigh Farm Dottery Road Salwayash Dorset DT6 5HT (Comments by 25/05/22)
- i. P/HOU/2021/05749, Bridgeacre Farm Broad Oak Bridport DT6 5PX (Comments by 25/05/22)
- j. P/FUL/2022/01861, Hincknowle Hincknowle Fruit Farm Melplash Dorset DT6 3UG (Comments by 01/06/22)

The Clerk reported that there had been support for all applications except for item 14c where a comment from the council had been submitted to Dorset Planning. Members of the public who live near to the application (under item 14c) stated that they had not seen the planning notice. Therefore no comments from local residents have been submitted.

**Action:** The clerk to contact the case officer to let them know that the planning notice was not displayed as required by the applicant.

Councillors asked Cllr Alford if there was an update on the property in Salway Ash where concerns have been raised about commercial activities. Cllr Alford stated that he had nothing new to update councillors on.

**Action:** The Clerk to write to the Enforcement Officer for an update.

Cllr Bailey expressed concerns about the allocation of a Hastoe house in Salway Ash. A tenant from outside of the area has moved in. The letting policy states that the parish council will be consulted with when a vacancy arises, and that this was not done with this particular tenant.

**Action:** The Clerk to arrange a meeting with Cllr Bailey and King and Hastoe to review procedures. The council wish to ensure that local housing is given to local people.

The next meeting will be held on the 19<sup>th</sup> July.

The meeting closed at 8.55pm.