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| **Present:** | | Cllr Brown, Cllr Green, Cllr Johnstone, Cllr Ridout (Vice Chairman) & Cllr Walton |
| **Meeting Chair:** | | Cllr Sheppard |
| **Also in Attendance:** | | 1 Member of the public was present. |
| **Clerk:** | | Michelle Harrington |
| **Minute Number** | **Comments** | |
| 144 | Apologies for absence  Apologies were received from Cllr Doe & Cllr Redman and accepted by all. | |
| 145 | Declarations of Interest and Dispensation Requests  Cllr Ridout declared an interest in item 157d1 Puddletown Village Hall grant application as a Village Hall trustee. No other declarations were made. NB this does not preclude any later declarations.  It was discussed and agreed to amendment to agenda running order. Item 157d2 Tolpuddle Events and News newsletter will be discussed under item number 152. | |
| 146 | Public Participation  1 Member of public wished to inform Councilors about the new “News and Events for Tolpuddle and Southover” (The NET) newsletter. A copy of The NET was submitted before the meeting. | |
| 147 | PREVIOUS MEETING MINUTES  Proposed: Cllr Walton Seconded: Cllr Ridout  **RESOLVED:** The minutes from the full council meeting held on Tuesday 12th December 2023 were approved and signed as a correct record the meeting. | |
| 148  a  a1  a2  a3  b  c  d  e  f | Matters arising from Previous minutes.  A copy of the action log was submitted before the meeting. This was discussed:  It was noted last month Council agreed the Butt Close Playpark lease could be signed, however it has since come to light that no legal advice has been sort.  Motion by Cllr Brown to seek legal advice before signing the lease.  Proposed Cllr Brown Seconded Cllr Ridout  **RESOLVED**: To seek legal advice before signing the Magna Housing Ltd lease for Butt Close Playpark.  Lease for Butt Close – Attention was drawn to the matter that no legal advice had previously been sort on the proposed lease.  **ACTION**: Clerk to seek legal advice on the Magna Housing Ltd lease for Butt Close Playpark and report back to Council.  PRIDE  1st floor shutter repair / replacement – It was agreed to replace the 1st floor shutter. Plus, to diarise an annual maintenance / service program.  Ground floor shutter repair / maintenance – It was agreed to have the remaining shutters on the ground floor repaired and services, plus to diarise an annual maintenance/ service program.  Public toilet, external door repair / replacement. – It was noted Council had previously agreed to replace the public toilet external doors with metal doors / frame. After reading the Dorset Police Crime prevention report, this decision was ratified.  Proposed Cllr Johnstone Seconded Cllr Walton  **RESOLVED**: To replace the 1st floor shutter; to repair and service the remaining ground floor shutters; to replace the public toilet external doors with metal doors. Contractor agreed is Wessex Industrial Doors.  **ACTION**: Clerk to contact Wessex Industrial Doors to confirm order for 1st floor shutter replacement; remaining ground floor shutter repair and maintenance; plus, installation of new external metal doors for the public toilets  A copy of the Crime Prevention report was submitted before the meeting, this was discussed. It was agreed to investigate the cost to install a pole mounted light at the back of the pavilion. The recommendation came from the Crime Prevention Report and in their opinion along with some CCTV coverage should be in place to cover the toilets.  **ACTION**: Cllr Sheppard to speak to a representative of PRIDE regarding covering the electric cost of the light and to discuss them installing a camera as part of the CCTV system they are planning.  Puddletown Recreation Car Park - This item was postponed until February as 1 quote has been received.  Cricket Club Scoreboard – After a discussion Council decided they needed further detail, such as where exactly is the preferred position of the Scoreboard, what materials are going to be used in the construction; what is the overall size, will it need planning permission; do the Cricket club have agreement from PRIDE for power to the unit? It was noted if this requested was approved, then the building would be added to the Facility Use Agreement, and the Cricket club would have to agree to maintain.  **ACTION**: Clerk to contact the Cricket club representative and request details on the installation of a Scorebox.  Tree Management Plan & quote for works.  A report was submitted before the meeting detailing the results of a Survey carried out by Hinton Forestry. It was agreed to accept the quotes submitted for immediate work required within the Coombe and work to be carried out within the next 6 months for the Coombe, Orchard Meadow and Puddletown Recreation Ground.  It was noted Hinton Forestry require a deposit due to the size of the work to be undertaken. It was agreed to pay the deposit as requested £1,000 for the immediate work within the Coombe and £1,500 for the work within 6 months within this month pay schedule.  **ACTION**: Clerk to contact Hinton Forestry and accept the quote for immediate Treeworks within the Coombe and work over the next 6months within the Coombe, Orchard Meadow and Puddletown Recreation Ground.  Orchard Meadow – It was noted some urgent repair work would need to be carried out in Orchard Meadow on the fence and electric & water cabinet, due to recent storm damage. It was agreed to ensure the area is made safe as quickly as possible.  **ACTION**: Clerk to contact contractors and ensure the area is made safe. Once safe to investigate costs to repair / replace the fence and electric / water cabinet.  Gate posts in Orchard Meadow and Puddletown Recreation Ground. It was noted several posts within both areas have rotten and need replacing. It was believed that more posts are likely to need replacing shortly given they were all installed at the same time.  **ACTION**: Clerk to contact contractors for quotes to repair / replace the fences including entrance posts in both Orchard Meadow and Puddletown Playpark. Noting entrance posts in Orchard Meadow may be round not square when replaced. Request quotes to replace in both Oak and Chestnut. Request old posts in both areas be left in a safe area, so local resident can take and use as firewood. | |
| 149 | Dorset Councillor Report  The Dorset Council newsletters circulated before the meeting were noted. | |
| 150 | PCSO’s Report  A report was circulated before the meeting, this was noted. | |
| 151 | Recreation areas  It was noted the Play Inspection Company annual report is expected to be received for Butt Close, Orchard Meadow, & Puddletown Playpark shortly and will be disseminated to all Councillors.  It was noted playpark inspections had been carried out by the Caretaker with the following findings:  Tolpuddle –The netting above the goalpost, which stops footballs going into the swing area needs replacing.  Cllr Johnstone stated he would produce a report next month listing all issues found when he carried out an inspection, including the grating at the entrance to the playpark which is uneven and is a trip hazard.  Butt Close – Puddletown – All OK  Recreation Ground – Puddletown – It was noted new signage was required (No dogs, & no cycling); 1 post by the entrance to the playpark from the recreation ground area has rotted away and needs replacing.  **ACTION**: Cllr Johnstone to produce a report listing all playpark inspection findings for February meeting.  **ACTION**: Clerk to investigate a repair / replacement next for the Orchard Meadow goal post. | |
| 152  152a  152b  152c  152d  152e | Parish Matters  Retrospective Memorial Tree Application. – Before the meeting a Memorial Tree Application was retrospectively submitted for consideration. The application was discussed and approved.  **ACTION**: Clerk to contact applicant and advise of application outcome.  Orchard Meadow Volunteer Day - Before the meeting notice was received about a proposed Orchard Meadow Volunteers Day, this was approved and noted.  Thanks, from Puddletown Village Hall. - Before the meeting correspondence was received from the Puddletown Village Hall trustees, thanking Puddletown Area Parish Council for the annual grant.  St Mary’s footway access - Before the meeting correspondence was received informing the Parish Council about the desire to have installed drop kerbing on a walking route to school. It was noted this is a Dorset Council matter and Puddletown Area Parish Council had been copied in out of courtesy and therefore we were not expected to respond.  The News and Events for Tolpuddle and Southover (THE NET) grant application was discussed.  As a representative from The NET was present, they were informed that as of May 2024 Burleston would become part of the Tolpuddle and Southover parish and therefore it was requested The NET ensure a copy is made available for residents of Burleston. It was also suggested extra copies were produced for the parish noticeboards and the Puddletown Library.  It was noted the grant application has come from an individual rather than an official group. As Puddletown Area Parish Council are restricted by law, with regard to giving financial aid, it was decided the Council would cover the cost of printing the newsletters. The Clerk will discuss with the NET representative possible options, i.e. having the newsletter professionally printed and Puddletown Area Parish Council paying the invoice.  Proposed: Cllr Johnstone Seconded: Cllr Green  **RESOLVED:** Puddletown Area Parish Council to cover the cost of printing approx. 300 newsletters bi-monthly.  **Action**: Clerk to contact the NET representative and discuss printing arrangements | |
| 153 | Planning & Licensing  Application No. P/PABA/2023/07306  Location: Land on Hill Barn Farm Land adjoining Central Farm Lane Tolpuddle Dorchester  Proposal: Erect Agricultural Building to provide housing for cattle, agricultural equipment, fodder and hay.  Comment: The application was closed by Dorset Council as no application was required.  Application No. P/LBC/2023/04327  Location: 22 High Street Puddletown Dorset DT2 8RU  Proposal: Repairs to a chimney stack (shared with No.24) - Removal of previously installed render and chimney base.  Comment No objection.  **ACTION**: Clerk to submit the comments as approved above. | |
| 154 | update from Rights of Way, drains, hedges, and roads  No report was submitted before the meeting. | |
| 155 | update from the Flood Warden  A report was submitted before the meeting, this was noted.  Thanks were given by all, to Cllr Green for his hard work especially over the festive period stopping the residents and one of the main access roads becoming flooded.  It was suggested and agreed in future items / equipment Cllr Green required, including personal items / equipment such as waders, which Cllr Green needed to carry out Flood Warden tasks would be covered by the Parish Council. It was noted Reserve 6 “Emergency Response Fund” would be used to cover this expense.  Cllr Green stated he had been in contact with a representative of the Environment Agency, and he had been informed the Environment Agency are planning on carrying out works within Puddletown to help stop the flowing. Cllr Green to monitor and report back once more is known.  The ditch running along the highway and outside the Blue Vinney was discussed. It was noted conversations between Dorset Council and the landowner had taken place in the past regarding who is responsible to clear this ditch on an annual basis with Dorset Council and the landowner coming in an impasse. It was noted in 2023 Cllr Green cleared the ditch in his own time and at his own expense and thanks to the ditch being cleared this saved many residents and the main road from being flooded over the festive period.  It was agreed in May 2024 the Clerk with Cllr Green should contact the landowner and Dorset Council Highways and ask what ditch clearance work they have scheduled in for Summer / Autumn 2024, as they both have a responsibility to stop flooding on the highway and within residents’ properties.  **ACTION**: Clerk with Cllr Green to contact the Blue Vinney landowner and Dorset Council Highways to ask what ditch clearance work they have scheduled in for Summer / Autumn 2024, as they both have a responsibility to stop flooding on the highway and within residents’ properties. | |
| 156 | Policies, Procedures, and Assessments for review  The following policies were present before the meeting:  a. Self-Assessment – Screen working Risk Assessment  b. Recording, Photographing, at Parish Council meetings.  Proposed: Cllr Ridout Seconded: Cllr Walton  **RESOLVED: To approve the** Self-Assessment – Screen working Risk Assessment & Recording, Photographing, at Parish Council meetings policies as submitted.  **ACTION**: Clerk to publish the Self-Assessment – Screen working Risk Assessment & Recording, Photographing, at Parish Council meetings policies. | |
| 157  a  b  c  d1  d2 | Finance and Accounts  Bank Balance  A copy of the bank balances was submitted before the meeting this was noted.  Monthly Payment Scheule  A report was submitted before the meeting showing a total expenditure of £6,171.37 and Income of £465.52 for December 2023.  Proposed Cllr Walton Seconded Cllr Brown  **RESOLVED** to approve payments totalling £6,171.37 in accordance with the December 2023 payment schedule. A copy of the schedule is available online.  **ACTION:** Clerk to process monthly payments.  Year to Date Budget  A copy of the year-to-date summary was submitted before the meeting this was noted.  Puddletown Village Hall grant request  A grant request from Puddletown Village Hall Trustees was submitted before the meeting, requesting financial aid towards solar panel installation, this was discussed.  Proposed Cllr Walton Seconded Cllr Brown  **RESOLVED:** Puddletown Area Parish Council agreed to cover the cost of the batteries, necessary wiring plus the delivery for the solar panel batteries.  **ACTION:** Clerk to contact the Puddletown Village Hall Trustees to inform them Puddletown Area Parish Council agreed to cover the cost of the batteries, necessary wiring plus the delivery for the solar panel batteries.  Tolpuddle Events & News (The NET) Newsletter  This was discussed and minuted under item 152e. | |
| 158 | Item for next meeting & date of next meeting  Date: Tuesday 13th February 2024, Location: Tolpuddle Village Hall, Time: 19.00  It was noted Cllr Walton would chair the February meeting. | |

Meeting closed at 8.37pm