

Minutes of a meeting of Puddletown Area Parish Council (PAPC) held at 7.00pm on Tuesday 8<sup>th</sup> October 2019 at Tolpuddle Village Hall

**Present:** Cllrs A. Sheppard (Vice Chair), P. Walton (Vice Chair), P. Drake, J. Ridout, S. Salcedo and N. Ling, and DC Cllr E. Parker.

**PAPC Chair:** Cllr P. Churchill

**Clerk:** Anna Bendall

**In Attendance:** 6 members of the public

### Public Participation Time

- Concerns were raised about the portacabin in the GMB field. The Clerk has already reported this to Planning Enforcement and an investigation is underway. The Clerk has written to request an update and had a response that there is currently nothing to report.
- The extent to which Dorset Council is working co-operatively with Parish and Town Councils was called into question. The Chair has been involved with a peer review of Dorset Council recently and several Parish/Town Councillors raised this issue during the review. Councillor Parker advised that there are also workshops coming up which Parish Councillors can attend to look in more detail at how Dorset Council can work with Town/Parish councils. The Clerk has sent details to members but will do so again in an effort to try to get a PAPC representative to attend one of the workshops.
- The Tolpuddle Village meeting will take place on Thursday 7<sup>th</sup> November. PAPC councillors will make an effort to attend.
- Tolpuddle community would like to adopt the phone box in the village and change the use. Options and suggestions will be discussed at the Tolpuddle meeting. PAPC were asked to fund this. Clerk to look into costs ready for discussion at next PAPC meeting. **Action: Clerk**
- Improving links between Tolpuddle Village website and PAPC website was discussed. The Clerk will continue updating PAPC's website and ensure that there is a link through to the Tolpuddle Village site. **Action: Clerk**
- Complaint relating to the siting of the Tolpuddle noticeboard – Councillors agreed to discuss this earlier at the request of the complainant. The Clerk has completed actions agreed at the last meeting (see action log for details) and Dorset Council have confirmed that there does not need to be permission to place a noticeboard and no consultation was required. Dorset Council consider the matter resolved and made it clear that they will not comment further. Councillors unanimously agreed to leave the board where it is as moving it would be costly and they believe that the board is already ideally placed. The complainant does not consider the matter resolved and advised that he will be personally contacting Dorset Council.

Minute Number	Comments
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19/115	<b>Apologies for absence</b>
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Apologies were received from Cllr P. Langdon, Cllr Cooke, PCSO Alison Donnison and Julian Hubbuck who has applied to be the new Volunteer Flood Warden for PAPC.

19/116 **Co-option to the Council**

Volunteer for co-option – Nicky Ling.

**RESOLVED** to approve the appointment of Nicky Ling as a co-opted member of the Council. The Chairman invited Cllr Ling to join the other members.

19/117 **Confirmation of minutes of P APC meeting held 10<sup>th</sup> September 2019**

**RESOLVED** that the minutes for the P APC meeting held 10<sup>th</sup> September 2019 be approved and signed in the presence of the meeting.

19/118 **Matters arising from the minutes of the 10<sup>th</sup> September 2019 P APC meeting and review of the Action Log**

Action 19/005 (Article 106 land) – Reply received from letter to Wyatt Homes but still waiting on reply from Dorset Council. A resident's complaint to the ombudsman has resulted in the appointment of an investigator.

Action 19/August PPT (Puddletown Forest accessibility) – Response received from the Forestry Commission that they will consider signage at access points. The Forestry Commission are holding a meeting with Cyclists and landowners to discuss Forest Accessibility, in the future there will be another meeting and a P APC councillor will be invited to attend.

Action 19/Sept PPT (Middle School right of way) – DC Highways are putting notices up reminding people to clear up after their dogs. The Clerk and Cllr Drake have been communicating with the school to suggest actions that the school can take to encourage considerate use of the right of way. The school is considering an application to divert the footpath, but they are unsure of how to go about this. Clerk to advise. **Action: Clerk**

A copy of the fully updated action log appears as **Appendix A** of the Minute Book.

19/119 **To receive Declarations of Interest in accordance with S94 of the LGA1972 and consider any dispensations requested**

Cllr's Walton and Ridout declared that they are members of the Village Hall Committees. Although this is not disclosable under the above regulations, they agreed not to participate in discussions on item 9.

19/120 **Dorset Councillor's report**

Cllr Emma Parker presented her report, a copy of which appears as **Appendix B** of the Minute Book. She will send a copy of the Dorset Council Draft Plan to P APC when it is available so that Councillors can feedback any comments.

19/121 **Police and community issues**

The Clerk presented a report from PCSO Donnison, a copy of which appears as **Appendix C** of the Minute Book.

19/122 **Flood Warden**

**RESOLVED** to appoint Julian Hubbuck as Volunteer Flood Warden. Julian has kindly agreed to be Flood Warden to all four Parishes, however the role could be shared if another volunteer comes forward. It was agreed that Julian will report in person twice a year (including at the Annual Parish Meetings of Puddletown and Tolpuddle) and will also provide a quarterly written report.

19/123 **ICT equipment in the village halls**

The need to upgrade the Tolpuddle and Puddletown Village Halls with ICT equipment including internet in order to permit the paperless presentation of PAPC meetings was discussed.

**RESOLVED** to get quotes and write a management plan as any equipment will need to be properly maintained. **Action: Chair**

19/124 **Recreation/play areas**

**Signage showing contact details at play areas**

**RESOLVED** to get back in touch with K. Hussey who undertook the inspections to find out what information needs to be on the sign and if a phone number is necessary. **Action: Clerk**

**Update on work at Orchard Meadow**

Rearranged for next meeting as Cllr Cooke is absent.

**Recreation area inspections**

**RESOLVED** to create a standard checklist for inspections. Frequency of checks and remuneration to be discussed at the next meeting and Clerk to check with insurance company to see if they require more regular play area inspections.

**Action: Clerk & Cllr Sheppard**

**Skate park update**

Planning permission has been granted but there is work still to be completed on the play park and the group is prioritising this.

19/125 **Tolpuddle matters**

**Noticeboard**

Dealt with at the start of the meeting.

19/126 **Puddletown Matters**

**Trees at the Coombe**

On 1<sup>st</sup> October the Clerk visited The Coombe with Cllr Drake as Hardy Tree Surgeons (HTS) were on site and had identified a tree which urgently needed felling but was not on the tree survey carried out earlier in the year. The Clerk emailed all Councillors to approve this emergency spend which they all agreed to provided written evidence was obtained that the work was urgent. The Clerk acquired this. The additional cost was £1560 as it was a very large tree and traffic management was needed.

Councillors agreed that a full tree survey should be carried out the following spring for the trees at The Coombe which is in line with what HTS have advised. Councillors agreed that HTS should be contracted to carry this out as they will GPS tag all trees so that they can be easily identified for future monitoring.

**Action: Clerk**

### **Road markings**

Highways will be out this week to paint the road markings in Puddletown as requested.

## 19/127 **Planning Applications**

### **WD/D/19/002394**

Proposal: Notification of intention to remove 68 public payphones

Location: VARIOUS SITES IN WDDC AREA (one in Burleston)

**RESOLVED** to make no comment.

## 19/128 **Rights of Way, Drains, Hedges and Roads**

### **Proposed temporary road closure, New Street, Puddletown**

**RESOLVED** to comment advising that the Middle School will need to be informed if delays cause the closure to extend beyond half-term.

**Action: Clerk**

### **Volunteer to move the SID between sites**

The volunteer who currently does this, does not wish to continue but is happy to do so until a replacement is found. Cllr Sheppard agreed to step in anytime the volunteer is unable to move the SID and PAPC will aim to get something more permanent in place once the arrangements for recreation area inspections are finalised as it may be that one of the individuals who undertakes these inspections could also move the SID and undertake other odd jobs around the Parishes.

Cllr Drake is communicating with Highways at Dorset Council to arrange for an improved surface to the "Doctor's Lane" path and hopes to get back to PAPC with a quote at the next meeting.

There is some maintenance work needed around the bus shelter in Athelhampton and other shelters and benches in the community. Clerk to enquire as to whether Highways will come to do this.

**Action: Clerk**

## 19/129 **Communication**

### **Communication Strategy**

**RESOLVED** that Cllr Salcedo will draw up a proposal for a workshop due to take place on 28<sup>th</sup> November. Councillors to contact Cllr Salcedo with any comments or suggestions.

**Action: Cllr Salcedo**

### **Communications Policy**

**RESOLVED** to adopt the policy with the update. Clerk to add to website.

**Action: Clerk**

### **Parish Council Facebook page**

**RESOLVED** that the Clerk will set up a page and manage it. Any councillors wishing to have information posted should liaise with the Clerk.

**Action: Clerk**

19/130 **Royal Funeral Protocol**

**RESOLVED** to approve the Royal Funeral Protocol prepared by the Clerk after a discussion at the last meeting (document to remain confidential as advised by NALC).

19/131 **Correspondence Received for Possible Inclusion on the Next Agenda**

None.

19/132 **Accounts**

**RESOLVED** to approve CiLCA Portfolio training and course registration fee for the Clerk.

**RESOLVED** to approve payments totalling £8300.02 in accordance with the schedule of payments requested, a copy of the schedule appears as **Appendix D** of the Minute Book.

**RESOLVED** to leave the budget as it is until after the Finance group meets in November.

19/133 **Items for Next Agenda**

To be sent to the Clerk, deadline for submissions midday Monday 22<sup>nd</sup> October 2019.

19/134 **Date of Next Meeting**

Due to the number of councillors who are unavailable for the next meeting date, the Clerk will arrange for another date. Updated information will be on the website and advertised on noticeboards and social media. **Action: Clerk**

**POST MEETING UPDATE: Next meeting will be in Puddletown on 5<sup>th</sup> November.**

An extraordinary meeting will also be held on Monday 28<sup>th</sup> October following a meeting with the Neighbourhood Plan Steering group. The only item will be to consider taking the Draft Plan to public consultation.

Meeting closed at 9.05pm

**Signed on original**

.....Chair

Date: 5<sup>th</sup> November 2019

Peter Churchill