

Minutes of a meeting of Puddletown Area Parish Council (PAPC) held at 7.00pm on Tuesday 14th July 2020, remotely via Zoom.

Present: Cllrs A. Sheppard (Vice-Chair), P. Walton (Vice-Chair), J. Ridout (arrived after minute 20/038 due to technical difficulties), S. Salcedo, N. Ling and J. Hubbuck. Cllr M. Brown was present for minutes 20/042 – 20/044 below but had technical difficulties accessing the remote meeting.

Meeting Chair: Cllr P Churchill

Clerk: Anna Bendall

In Attendance: 1 member of the public.

Minute Number **Comments**

20/037 **Apologies for absence**

Apologies were received from Cllr P. Drake, and Dorset Councillor E. Parker.

20/038 **Declarations of Interest and Dispensation Requests**

None received.

20/039 **Public Participation**

A member of the public requested that the Parish Council consider improving public footpaths where they are overgrown or the surface is poor. In particular the footpath to the north of the middle school in Puddletown was mentioned (S39/35) as it is very narrow due to overgrowth. The Clerk will report this to Dorset Council and the Community Projects group will consider footpaths when discussing how funding could be allocated.

20/040 **Confirmation of minutes of PAPC meeting held 9th June 2020**

RESOLVED that the minutes for the PAPC meetings held 9th June 2020 be approved. Due to social distancing measures in place, these will be signed at a later date.

20/041 **Matters arising from previous minutes of the PAPC meetings and review of the Action Log**

There were no matters arising.

Councillors reviewed the Action Log prior to the meeting. It was agreed that following a moratorium during the COVID-19 lockdown it is now appropriate to chase up all actions that are currently with Dorset Council. **Action: Clerk**

19/007 – Traffic speed was discussed again following a complaint from a local resident. It was agreed that the Clerk would check with Dorset Council to confirm if the Parish Council is able to put up signs reminding road users to keep to the speed limit. These could be designed by local children. A volunteer from Puddletown had come forward to lead the local children initiative. **Action: Clerk**

A copy of the updated action log is available online under additional documents or by

contacting the Clerk.

20/042 **Dorset Councillor's report**

A report was received from Cllr Parker and distributed to members before the meeting. There were no matters arising from the report which is available as **Appendix A** of the Minute Book and is available online under additional documents.

20/043 **Police and community issues**

No report was received. It was agreed to contact PCSO Donnison to remind her that Councillors find the reports useful and to request a report before the next Parish Council meeting. **Action: Clerk**

20/044 **Parish matters**

Tolpuddle

Tolpuddle Village Hall is due to reopen from the 18th July with additional social distancing measures in place.

Puddletown

Puddletown Village Hall is preparing to reopen from the 23rd July with additional social distancing measures in place and the Sports Pavilion is also preparing to reopen but will first need the water system to be chlorinated as it has been out of use for an extended period.

The regulation 16 consultation for the Puddletown Neighbourhood Plan is now underway and due to close on the 7th August 2020. There is a link to the consultation on the Parish Council website but all comments should go directly to Dorset Council. The Parish Council is required to select an independent examiner to review the plan. CV's have been received but not in time to be circulated before the meeting. It was agreed that the CV's would be sent to Councillors along with the Steering Groups recommendation and that Councillors would agree their selection via email. **Action: Clerk**

20/045 **Planning Applications**

WD/D/20/001374

Proposal: Notification of adoption of telephone kiosk
Location: K6 TELEPHONE KIOSK, DORCHESTER ROAD, TOLPUDDLE
RESOLVED to make no comment.

WD/D/20/001160

Proposal: Erect summer/garden house - was listed building consent application (LBC) now is a full planning application (FUL)
Location: 14 MILL STREET, PUDDLETOWN, DORCHESTER, DT2 8SH
RESOLVED to make no comment.

20/046 **Recreation Areas**

Play areas have all been reopened with signs put up and all risk assessments available on the Parish Council website.

Three quotes for grass cutting were received and considered.

RESOLVED to accept the quote from Countrywide Grounds Maintenance to maintain the grass at Puddletown Community Play Park and Orchard Meadow as well as the Recreation Ground. The annual hedge cut at Orchard Meadow is also included. The total cost quoted is £7004 but the Clerk will try to obtain a discount given that they are being awarded the full contract. **Action: Clerk**

A design for Butt Close Play Area was considered. Councillors were pleased with the design and agreed to commence a public consultation. The design will be put on the Parish Council website and publicised on social media. Signs describing the proposed plan will be placed on the site of the play area. There will also be a paper copy on the Puddletown Noticeboard and copies with a covering letter will be distributed to the nearest properties. The consultation will close at the end of September. **Action: Clerk**

RESOLVED that £350 be delegated for the Clerk to spend on water treatment for the Sports Pavilion and that Cllr Salcedo will work with the Clerk to obtain quotes for cleaning the toilets at the recreation ground and contact other Parish Councils to see how they are dealing with the requirement for increased cleaning. **Action: Clerk**

20/047 **Community Support Group**

The Covid-19 Community Support Group is still running and supporting local residents in need as well as the Surgery with prescriptions.

It was agreed that it would be useful to maintain a group of volunteers on call who could respond to other emergencies as they arise such as flooding or severe weather. Cllr Hubbuck will co-ordinate this. The group will continue to be co-ordinated by the Parish Council with volunteers covered under the Parish Council insurance but other groups or organisations such as Puddletown Charity may also support the group depending on the situation.

20/048 **Community Projects Working Group**

Updated terms of reference were approved for the Community Projects Working Group.

The group has met since the last Parish Council meeting, with the focus being the potential use of new community spaces and how existing community spaces could be optimised.

20/049 **DAPTC and NALC consultations**

The LGA's proposed new Model Member Code of Conduct was considered. Councillors agreed not to comment.

The draft revised constitution for DAPTC was considered. Councillors agreed not to comment.

PAPC will not be submitting any proposal for items for consideration at the DAPTC AMG this year.

20/050 **Rights of Way, drains, hedges, and roads**

RESOLVED to contact the developer of the new homes at Sherrings Green and request that they repair the surface of the pavement which has been damaged by vehicles accessing the site. **Action: Clerk**

RESOLVED to request that the senior ranger clears paths and rights of way which are overgrown. **Action: Clerk**

Following a complaint from a resident that verge cutting undertaken by Dorset Council this year has harmed wildlife, the Clerk was able to obtain a copy of the Dorset Council verge cutting schedule. Councillors considered this and agreed that it was acceptable and that a certain amount of verge cutting is required for safety. Some verge cutting this year occurred later than anticipated due to the impact of the pandemic on local resources.

20/051 **Audit report**

The internal auditor's report was discussed. The following was agreed:

- that a standard form for reimbursements will be used going forward, **Action: Clerk**
- that the updated payment schedule for March 2020 be approved
- that the council will not incur additional spending this year in order to satisfy the new testing for public rights. Should the test remain in place next year then the council will consider this again but it is hoped that the test will be reviewed.

20/052 **Annual Governance Statement**

The Annual Governance Statement for 2019/20 was reviewed and approved.

20/053 **Accounting Statements**

The Accounting Statements for 2019/2020 were reviewed and approved.

20/054 **Finance and accounts**

The financial statement for the 1st Quarter of 2020-2021 was reviewed and accepted.

RESOLVED to approve payments totalling £2986.62 in accordance with the schedule of payments requested, a copy of the schedule appears as **Appendix B** of the Minute Book and is available online under additional documents.

20/055 **Date of next meeting and items for the agenda**

Tuesday 11th August 2020, 7.00 pm. This meeting will be held remotely using Zoom. Details of how to access the meeting will be available at the bottom of the agenda.

Cllr Walton gave apologies for the meeting which he is unavailable for.

An update on the Community Spaces Group will be provided.

20/056 **Exclusion of members of the Press and Public**

In line with The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2), members of the press and public were asked to leave the meeting to enable the discussion of the confidential items below.

20/057 **Employment matters**

Annual salary scale progression for the Clerk backdated to the 1st April was approved in accordance with the agreed contract of employment.

Home-working allowance was agreed to be set at £10 per month for the Clerk. This will be reviewed annually in March along with performance and salary scale progression.

Meeting closed at 9pm

.....Chair Date:

Peter Churchill

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