

CHIDEOCK PARISH COUNCIL

Clerk to the Council:

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Dear Councillor

I hereby give notice of the Chideock Parish Council meeting to be held on **30 January 2024 at 10am at Chideock Village Hall**, which you are summoned to attend to deal with the business as shown on the agenda below.



Sal Robinson, Clerk to the Council, 25 January 2024.

ESTIMATED DURATION - approx. 2.25 hours, depending on the length of Democratic Period.

- 1 1. **Apologies.** To receive and, if applicable, resolve to accept apologies for absence.
- 2 1A. **Steven Rose's Resignation as Clerk and Appointment of Sal Robinson as Temporary Clerk.**
RESOLVE to accept Steven Rose's resignation as Clerk and Responsible Financial Offer, dated 15 December 2023, with a 1 month notice period.
RETROSPECIVELY RESOLVE to place Steven Rose on paid "gardening leave" till 14 January 2024, as agreed by all councillors by e-mail.
RESOLVE to appoint Sal Robinson as Temporary Clerk and Responsible Financial Officer on NJC scale point 6.
RESOLVE to sign the contract of employment for Sal Robinson.
- 1 2. **Grants of Dispensations.**
To resolve to grant pre-requested dispensation from a Defined Pecuniary Interest.
- 1 3. **Declarations of Defined Pecuniary Interests.**
Councillors are reminded of the requirement under the adopted Code of Conduct to declare any defined pecuniary interest which relates to items on this agenda, either now or as soon as they become aware of the interest. Please declare the item, nature of the interest and the action to be taken.

Councillors are reminded of the need to review their register of interests at least once a year and to make Clerk know if changes are required.
- 5 4. **Minutes:**
 - a) **RESOLVE** to accept and sign, as a true record, the minutes of the Parish Council meeting of 28 November 2023.
 - b) **RESOLVE** to make retrospective corrections to the minutes for the meetings held on 27 June 2023, 25 July 2023, 26 September 2023, and 31 October 2023 as detailed in the attached document.
- 15 5. **Dorset Councillor and Police Reports.**
- 30 6. **Democratic Period.** Opportunity for members of the public to ask questions or speak on matters of interest.
- 5 7. **Reports / Updates by the Clerk and Councillors on Matters not on the Agenda.**
Comments on and additions to the pre-circulated **Actions and Information List for Agenda Item 7**, and determination of any action required.

- 5 8. **A35 Matters.**
Comments on and additions to the pre-circulated **Actions and Information List for Agenda Item 8**, and determination of any action required.
- 1 9. **River Winniford and Water Pollution Issues.**
Comments on and additions to the pre-circulated **Actions and Information List for Agenda Item 9**, and determination of any action required.
- 0 10. **Motions Received with Notice.** None.
11. **Planning Matters.** Councillors are asked to review applications via <https://www.dorsetcouncil.gov.uk/planning-buildings-land/planning/planning-application-search-and-comment>
- a. **Planning Applications.** None.
- b. **Applications received after the agenda was circulated.**
- c. **Determinations.**
P/FUL/2023/05475 Filcombe Farm Muddyford Lane - Repair and upgrade existing forestry track to facilitate management of Filcombe Wood. **GRANTED.**
P/LBC/2023/05996 Three Ways Hell Lane - Replace windows with 'Heritage' Slimline double glazed units, matching existing style, character, numbers and locations. **WITHDRAWN.**
P/TRC/2023/05913 Appletree Thatch Main Street - Yew - Lightly prune up to 2 metres overall to appropriate growth points to facilitate a more upright crown shape. Certain limbs overhang car parking area. **GRANTED.**
P/FUL/2023/05731 Seatown Sea Front - Proposed Change of Use of Seafront Hardstanding and siting of temporary mobile business/catering and a Sauna unit. **REFUSED.**
- d. **Appeals.**
- 2 e. **Other planning matters – see Actions and Information List.**
- i. AONB, Lighting / Dark Skies, Dorset National Park, Conservation Areas.
- ii. Enforcement and Retrospective Planning Applications.
- iii. Other.
12. **Finances.**
- 2 a) **RESOLVE** to make the following payments: -
- | | | |
|------|--|---------|
| i. | Clerk's Salary and Expenses for December (Steven Rose) | £TBA |
| ii. | Clerk's Salary for 2 weeks in January (Steven Rose) | £TBA |
| iii. | Clerk's Salary and Expenses for January (Sal Robinson) | £TBA |
| iv. | Village Hall Hire – 30 January | £22.00 |
| v. | DAPTC – Changing Chair's Training 20 July – original cheque lost | £27.00. |
| vi. | Ken Hussey – Q3 Clapps Mead Inspection | £47.50 |
- 2 b) **RESOLVE** to pay any invoices received after the agenda was circulated.
- 2 c) **Accounts and Budget Monitoring to 31 December 2023.**
- d) **Website.**
The Clerk requests that the Council rescinds the agreement to migrate the website from HugoFox to Voice, made at the meeting of 28 September, and to formally agree to continue to use HugoFox at a cost of £9.99 ex VAT, £11.99 inc. VAT per month (VAT to be reclaimed) for the time being. The Clerk will investigate Voice (which is currently free) and report back to the Council at a later date.
- 2 e) **Final Draft of Budget for 2024 – 2025 - document attached.**
RESOLVE to set the budget for 2023 - 2024 at £18,721.48 and to request a Precept of £16,861, which equates to a Band D decrease of £0.09 per year. *N.B. Figures may be adjusted at the meeting.*
- 4 f) **TSB Bank Accounts.**
The Clerk suggests that changes to signatories should be deferred until after the Parish Council elections on 2 May 2024.
- g) **Foss Orchard Car Park – see Actions and Information List.**
- i. Cutting the river side of the hedge – so far 2 quotes has been received: -
- from S. Lee (£210 ex VAT, £252 inc. VAT, VAT can be reclaimed) The cost will come from the Foss Orchard Maintenance Fund.
 - From Mr Barnes – “in the region of £600” – he will finalise it if CPC is interested.

- ii. Consider raising the cost of Foss Orchard Car Park Season tickets. There currently cost £20 for 3 months, £40 for 6 months and £80 for 12 months.

5 13. Clapp's Mead Playing Field – see Actions and Information List.

- a) Receive updates regarding the Playing Field and Play Area.
 - i. Q3 Inspection Report.
 - ii. Removal of dead wood from an Oak – so far only Dorset Council has provided a quote (£380 ex VAT, £456 inc. VAT, VAT can be reclaimed).
 - iii. Statement from the Clerk. **Attached.**
 - I. Chideock Parish Council's position regarding Clapp's Mead.
 - II. The Clapp's Mead "Committee of Management".
 - III. The Friends of Clapp's Mead.
 - IV. Purchase of the trampoline.
- b) Receive updates regarding The Friends of Clapp's Mead.

10 14. Dorset Rights of Way; Dorset Highways; Flood Management – see Actions and Information List.

- a) Receive updates regarding Rights of Way matters.
- b) Receive updates regarding County Highway matters.
- c) Receive updates on flood related issues on both Dorset Highways and the A35.
 - i. Consider whether: -
 - a) to purchase a new store for the sandbags and
 - b) the sandbag store should remain in the Clockhouse car park.
 - ii. Consider whether to appeal in the March Chideock News for volunteers to form a Flood Group.

2 15. Consultations.

Dorset Council – Local Transport Plan 4, initial consultation end date Sunday 3 March. Events will be held across the country, including Bridport Library on Saturday 17th February from 10am - 2pm.

2 16. Parish Council Election 2 May 2024.

Nomination papers are available but cannot be submitted to Dorset Council until after the Notice of Election is published on 11 March 2024. The last day for submitting nomination forms is 5 April 2024, before 4pm. Submission must be in person at County Hall and be pre-booked. Further information can be found in the Election Toolkit provided by Dorset Council via DAPTC. This is available on the website under the "Council Elections 2/5/2024" tab.

1 17. Advertising for a New Clerk.

The Clerk is willing to remain as Clerk for at least 6 months to

- a) complete all Financial Year End tasks, including the Annual Governance and Accountability Report
- b) cover the transition to the "new" council following the election on 2 May 2024.

2 18. Date of Annual Village Meeting and Annual Council Meeting.

The Clerk suggests that the Annual Village Meeting is deferred till after the Parish Council elections on 2 May 2024, but it must be held before 1 June 2024
The Annual Parish Meeting must, as this is an Election year, be held between 13 and 23 May inclusive.

- 2 The May Parish Council meeting is currently scheduled for 28 May 2024.

0 19. Correspondence. Councillors should ask the Clerk if they wish to see individual items of correspondence.

1 20. Confirm the time and date of the next meeting of Chideock Parish Council. The next scheduled meeting is at **10 am on Tuesday 27 February 2024.**