



GENERAL PURPOSE WORKING GROUP

**MEETING AT 26 RIDWOOD, CHIDEOCK, ON
7TH OCTOBER 2024 AT 12NOON**

MINUTES

FROM: CLERK – Tan Cox
EMAIL: chideockparishcouncil@gmail.com

To: ALL PARISH COUNCILLORS		
Chair: Cllr Caroline Parkins		Vice Chairman: Cllr Richard Benjamin
Cllr Aiden Biggins	Cllr Paul Barnett	

Ref		Owner
	Apologies: None	
	<u>PREAMBLE:</u> The General-Purpose Working Group is an informal group. Its role is to agree items to be placed onto the Parish Council’s Main Committee Agenda and may refer to matters that have arisen during the period. There is no set meeting schedule and meetings will happen when needed.	
1	<u>CLAPPS MEAD:</u> TRAMPOLINE (UPDATES) Cllr RB confirmed that he has now met with Neil Wedge from the Dorset Association of Parish & Town Councils (DAPTC). The parish council has been advised on various issues that have been in contention with Friends of Clapps Mead, including the payment of £985 for the installation of the trampoline. Cllr RB also received advice relating to the Clapps Mead Grafton bequest, in particular to the Conditions specified in the 1938 Conveyance. DAPTC will arrange for a meeting with legal professionals in the near future. The DAPTC also have an in-house Communications Officer who can advise the parish council on future communications with Clapps Mead and residents generally. With regard the trampoline issue, DAPTC have advised that we should send one letter and refer to this during future Main Committee Meetings.	

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	<p>Finally, DAPTC have said that they have a 'recovery plan' available (for the parish council to use), the recovery plan, helps parish councils to rebuild themselves after a critical or calamitous event. Cllr RB has said that this will be a good way of moving forward.</p> <p>TRAMPOLINE – ONGOING WORK SUCH AS MOVING LOCATION / RELOCATION OF EXISTING EQUIPMENT, SIGNAGE.</p> <p>It is recognised that should insurance be available for the trampoline its location is not ideal (under trees), and, coupled with the fact that there is no proper installation certificate, the trampoline will need to be re-located somewhere within the play area. This may mean the removal of older equipment and a survey has been arranged with Playground Inspections Ltd to inspect and recommend improvements to the current layout, including the health and safety risks as it currently stands.</p> <p>Signage will also be needed, and the Clerk is working on this.</p> <p>PLAYGROUND INSPECTIONS (MONTHLY, QUARTERLY AND ANNUAL)</p> <p>The current arrangements were discussed, and Cllr RB said that the previous inspector KH had not produced the quarterly report for June. The relationship between KH and the current councillors has deteriorated and the intention is to move to obtaining an alternative inspector who could provide quarterly inspection reports.</p> <p>The Clerk confirmed that two contractors had been contacted and she is arranging for them to visit the site. Cllr RB said that the annual inspection is being carried out today with Playground Inspections Ltd and a report should be with the parish council shortly.</p> <p>Monthly inspections will continue to be by a councillor.</p> <p>IT IS RECOMMENDED THAT:</p> <ol style="list-style-type: none"> 1. The Main Committee accept the recommendations provided by the DAPTC including seeking advice from the legal professional and communications officer and accept the recovery plan. 2. Should insurance be available for the trampoline, accept the recommendations made by Playground Inspections Ltd as to the best relocation site to use. 3. Look into the various signage options that are available. 4. Assess replacement playground inspectors and accept the most appropriate contractor. 	

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	<p>THE WIDER PLAY AREA MAINTENANCE INCLUDING CONSIDERATION OF NOTES REGARDING MEETING WITH BRIDPORT TOWN COUNCIL ON 5TH OCTOBER 2024 (LENGTHSMAN).</p> <p>The Clerk and Cllr RB met with the Lengthsman on 5th October and walked the perimeter of the Clapps Mead Playing Field. Several areas of concern were found, including the overgrown ditches and watercourses and a lack of proper dog bins.</p> <p>Several new bins will be ordered from Bridport Town Council including the purchase of a call-off contract for the emptying.</p> <p>The Clerk produced notes of the meeting with the Lengthsman and made a recommendation with regard the future maintenance of the area. This has been deferred pending the outcome of the play area inspection report.</p> <p>The Clerk has produced a Grounds Maintenance Specification, and it was proposed that quotes should be sought to fulfil the work specified. Quotations will be asked from Bridport Town Council, Derek Smith Landscaping and Andrew Forrest. This has been deferred pending the outcome of the play area inspection report.</p> <p>Cllr RB confirmed that he had spoken to the lengthsman about the continued build up of grass cuttings left on the riverbank, and the lengthsman agreed that these would be removed in the future.</p> <p>IT IS RECOMMENDED THAT:</p> <ol style="list-style-type: none"> 1. The Main Committee accept the recommendation to purchase new litter and dog bins, including the negotiation of a call-off contract with Bridport Town Council to empty the bins. 	
2	<p><u>WORKING GROUP PROTOCOL:</u></p> <p>The Working Group protocol was looked at, revised and will be loaded onto the website.</p>	
3	<p><u>POLICIES:</u></p> <p>PROTOCOL FOR THE ESTABLISHMENT OF PARISH COUNCIL WORKING GROUPS MEMORIAL BENCHES AND TREES (RECONSIDERATION OF EXISTING POLICY)</p> <p>IT IS RECOMMENDED THAT:</p> <ol style="list-style-type: none"> 1. The Main Committee accept the Protocol for the Establishment of Parish Council Working Groups. 2. The revised Memorial Benches and Trees policy is accepted and posted to the parish council's website. 	

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4	<p><u>PLANNING MATTERS:</u> None</p>	
5	<p><u>OTHER MATTERS:</u></p> <p>Chideock News Piece Cut-off date – 18th October 2024 After discussion, this was deferred until next meeting.</p> <p>Foss Orchard Car Park Car Parking Policy in progress. Councillors said that the area needs to be tidied up, with new yellow lines, signage and repairs to gulley etc.</p> <p>The Clerk explained to Councillors that she is having problems printing and cutting the small card season tickets and disabled tickets that car park users are requesting. Councillors suggested having tickets pre-printed. The registration number could be removed, and a date stamp could be used to indicate expiry.</p> <p>IT IS RECOMMENDED THAT: The Main Committee authorise the Clerk to look into the pre-printing of car park season tickets.</p> <p>Speed Pole There was some discussion around this, and councillors thought the best way forward is to leave the pole and to replace the top indicator plate. Councillors agreed to defer this until the next meeting.</p> <p>Air monitor removal There was some discussion around this, and councillors are unsure of its origins. It is assumed there is an electrical supply, and this will need to be disconnected before the air monitor can be removed. Cllr RB to speak to Roger Carey about this.</p> <p>Seahill Lane Slippage Cllr CP confirmed that she had sent a letter to Dorset Council about this.</p> <p>A35 Update – Miles Cross / better communications with National highways and Claire Dean / Average Speed Cameras. Cllr CP confirmed that at the BLAP meeting she attended recently it had been agreed that the A35 parishes would write to National Highways and Dorset council to express their dissatisfaction with the proposed arrangements of there being only a single track of road space whilst work is done constructing Miles Cross Roundabout. The single-track road will be controlled by traffic lights. Cllr CP had offered to write the letters.</p>	Cllr CP

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	<p>Use of Projector at the Main Committee Meetings The Clerk said she was keen on exploring this option, however had some concerns about her ability to be able to control the Main Committee Agenda output on one PC and type up the notes of the meeting on another. She also had concerns about how the seating would be arranged in the hall and where the screen would be placed.</p> <p>Councillors offered to attend the village hall prior to the next Committee Meeting to try out a few options.</p> <p>Resignation of Cllr CW and Distribution of Workload It was with regret that Councillors received the resignation of Christine Watson. There was discussion about the distribution of workload.</p>	Clls AB/RB
6	<p><u>NEW WEBSITE</u></p> <p>The Clerk said that she had gone as far as she could with the new website and needed councillors to look at the site and state their preferences, especially with regard the ‘councillor login’ page, which would contain all the necessary information they need to undertake their roles.</p> <p>Councillors suggested that a future date will be arranged in the Village Hall to test out the website using the projector and screen.</p>	
7	<p><u>AOB</u></p> <p>The Clerk had forwarded a copy of an email from a resident regarding the sandbag bin located at the Clock Inn, Main Street. The bin is broken, and the Clerk confirmed that she had ordered a replacement bin from Dorset Council.</p> <p>Councillors suggested that the Clerk write to the owners of the Clock Inn to thank them for allowing the bin to remain on their premises.</p> <p>Cllr RB said that the Council will have to arrange for the new bin to be installed and this will mean hiring a contractor to do this.</p> <p>IT IS RECOMMENDED THAT: The Main Committee authorise Cllr RB to engage a contractor to install the new sandbag bin.</p>	Clerk Cllr RB

Next meeting – 15th October 2024 @ 12 NOON