



MINUTES OF CHIDEOCK PARISH COUNCIL MEETING
held at CHIDEOCK VILLAGE HALL on 28TH JANUARY 2025 at 10am

Initials	Councillors	Initials	Councillors
CP	Cllr Caroline Parkins (Chair)	PB	Cllr Paul Barnett
RB	Cllr Richard A Benjamin (Vice Chair)	AB	Cllr Aidan Biggins
TC	Tan Cox (Clerk)	MD	Cllr Mick Downes
Also Invited: Cllr S Christopher			

Ref	Agenda Item	Owner
1/2	<p>DECLARATION OF PECUNIARY INTERESTS AND ELIGIBILITY: The Clerk was asked if she had received any declarations. None had been received.</p> <p>CHAIR'S OPENING REMARKS The Chair wished attendees a happy New Year.</p>	
3/4	<p>APOLOGIES: Cllr Aidan Biggins</p> <p>MINUTES FOR FULL COUNCIL OF TUESDAY 26TH NOVEMBER 2024 The minutes of 26^h November 2024, having been agreed via email during the month have been placed on the parish council website.</p>	
5	<p>RECEIVE REPORTS TO CHIDEOCK PARISH COUNCIL: Dorset Police - Alex Bishop, our police representative provided a helpful round up of crime news across West Dorset. He agreed to write to National Trust about signage at Langdon Woods reminding visitors to take valuables out of cars before leaving them.</p> <p>Ward Member for Dorset Council – Cllr Christopher updated the parish council of the various issues at Dorset Council and the possibility of redundancies. This quickly descended into unveiled criticism of Chideock Parish Council relating primarily to the ongoing dispute with St. Giles' PCC. He declared angrily that he intended to make a large personal donation to St Giles.</p>	

Cllr Caroline Parkins

Minutes approved via email during February 2025

Ref	Agenda Item	Owner
	<p>The Chair attempted at this stage to intervene assisted by other councillors present but Cllr Christopher refused to yield to the Chair and continued. Councillors and members of the public attempted to calm the situation by telling him he had been wrongly informed and misled by members of the PCC.</p> <p>At one point he shouted aggressively at the Chair of the parish council declaring she didn't know what was going on. His demeanour did not encourage any further engagement.</p>	
6	<p>PUBLIC PARTICIPATION:</p> <p>Discussions ranged around the St Giles Church Clock and the payment of the clock servicing. The manhole covers opposite Humbers, the Air Quality group, trampoline issues including the insurance problems, budgets for 2025/26 and the precept.</p> <p>A positive comment was received relating to the play area grass cutting and tidying at Clapps Mead.</p>	
7	<p>PLANNING:</p> <p>Consider the following planning applications</p> <p>All planning applications are sent to councillors on the date they are received by the Clerk. Councillors respond and the corporate view is provided to Dorset Council via their Planning Portal).</p> <p>PLANNING APPLICATION P/FUL/2024/06951 Seahill House Pettycrate Lane To Sea Hill Lane Seatown DT6 6JT</p> <p>The parish council left a neutral response.</p>	
8	<p><u>FINANCE AND BUDGET</u></p> <p>The Clerk has provided an appendix of payments made by the parish council during this period, this is shown at Appendix 1.</p>	
9	<p>TO CONSIDER RECOMMENDATIONS FROM COMMITTEES AND WORKING GROUPS OF CHIDEOCK PARISH COUNCIL:</p> <p><u>GENERAL PURPOSE</u></p> <p>The Parish Council has formed a General Purpose Working Group with no direct responsibilities. Its role is to provide advice, support and recommended actions to the Main Committee. Also see ToRs and Minutes of the GP Meetings on the Parish Council website.</p> <p>THE GENERAL PURPOSE GROUP RECOMMENDATIONS from the Meeting on 12th December 2024:</p>	

Ref	Agenda Item	Owner
9	<p>CONSIDER AND ACCEPT THE FOLLOWING RECOMMENDATIONS:</p> <p><u>2025 / 26 PRECEPT:</u></p> <p>See Appendix 2 for further detail on 2025/26 precept.</p> <p>IT WAS UNANIMOUSLY AGREED that an increase in precept was justified when taking into account the additional expenses of the parish council. Full council agreed to an increase in precept of 49.84%. The Clerk to make the necessary claim from to Dorset Council.</p> <p><u>CLAPPS MEAD: Playground Inspection</u></p> <p>The Play Inspection Company (these are the Parish Council’s play inspectors) provided a comprehensive report on the state of the play equipment in the Clapps Mead playground in October 2024. Councillors RAB and AB reviewed the full report and provided a summary with recommendations to be considered at the full council meeting on 28th January 2025. The detail of this report is provided at Appendix 3.</p> <p>Cllr RAB also suggested an open meeting is held in the summer months in order that residents of Chideock can give an opinion of what their preferred use would be for the field area, a suggestion already received is to make an ‘all weather footpath’ around the perimeter.</p> <p>IT WAS UNANIMOUSLY AGREED that the report be accepted and the work highlighted in the report be carried out over time as need arises.</p> <p><u>GROUNDS MAINTENANCE CONTRACT</u></p> <p><u>START DATE 1ST JANUARY 2025:</u></p> <p>The commencement date of 1st January was not served by a full council meeting, the last being in November. Councillors therefore instructed the Clerk to notify the cheapest contractor (Derek Smith Gardening Services) of his success.</p> <p>Both contractors submitted a ‘one-off’ price for the clearance of the site ready for the commencement of the contract. Again, the quote from Derek Smith was the cheapest and the clerk arranged for this work to be completed. Residents have already stated that the area looks very good. The Tender Evaluation Document is at Appendix 4.</p> <p>IT WAS UNANIMOUSLY AGREED to grant retrospective approval to instruct Derek Smith Garden Services to carry out the village grounds maintenance for a period of 3 years in accordance with the Specification contained within the Tender Documents.</p>	Clerk

Ref	Agenda Item	Owner
9	<p>THE GENERAL PURPOSE GROUP RECOMMENDATIONS from the Meeting on 21st January 2025:</p> <p>CONSIDER AND ACCEPT THE FOLLOWING RECOMMENDATIONS:</p> <p><u>CLAPPS MEAD: Grounds Maintenance – Fencing:</u></p> <p>Cllr RAB provided a brief summary of the state of the existing fencing. He said that the clearing and removal of brambles and undergrowth within the play area has revealed that the existing fence had fallen down and had been covered by soil from when the trampoline was installed.</p> <p>Cllrs RAB & AB have put up temporary hazard fencing.</p> <p>Councillors have sought quotations for the replacement of the play area perimeter fence.</p> <p>Cllr RAB proposed to replace the fence with 1.2 metre high metal fence (galvanised) will be £2638). Cllr RAB said that the contractor will be able to do the work within February if agreed. Cllr MD asked for a further quote to be obtained and therefore this item has been rolled over.</p> <p>Details of the quotes appear at Appendix 5.</p> <p>IT WAS UNANIMOUSLY AGREED that replacement fencing needs to be erected as a matter of urgency due to health and safety considerations. The most cost effective quote will be accepted.</p> <p><u>VILLAGE BUS SHELTER – REPAIR:</u></p> <p>The Clerk confirmed that she had approached three separate companies asking for quotes to repair the bus shelter after it was vandalised during Christmas.</p> <p>The details of these appear at Appendix 6 below.</p> <p>IT WAS UNANIMOUSLY AGREED that replacement polycarbonate sheeting will be fitted to the bus shelter. The most cost effective quote was from Roman Glass £372.78.</p>	See General Purpose Minutes on parish council website
10	<p><u>CORRESPONDENCE</u></p> <p>The correspondence in the period.</p>	
	The meeting ended at 11.45	

Date of the next Parish Council Meeting: 25th February 2025 at Chideock Village Hall, 10am

Previous council minutes can be found on www.chideockparishcouncil.com

External Organisations - Acronyms:

WATAG – West Dorset – Western Area Transport Action Group
BLAP – Bridport Local Area Partnership
DAPTC – Dorset Association of Town and Parish Councils
NALC – National Association of Local Councils
WRAG – Winniford River Action Group

External Organisations – Cllr representatives:

BLAP – Cllr Caroline Parkins
DAPTC – Cllr Caroline Parkins & Cllr Richard Benjamin

APPENDIX 1

Payments from 26th November 2024 to 27th January 2025

Date	Gross	VAT	Payee
14 th Nov 24	8.95	1.49	Print & Stationery
14 th Nov 24	17.94	2.99	Print & Stationery
14 th Nov 24	34.74	5.78	Print & Stationery
14 th Nov 24	33.12	5.52	Print & Stationery
27 th Nov 24	32.00		Chideock Village Hall
27 th Nov 24	15.74		Sandisk USB
29 th Nov 24	72.00	12.00	Martin & Company
15 th Dec 24	156.00		DAPTC X 3
30 th Dec 24	10.00		Chideock Village Hall
12 th Jan 25	50.00		Dorset Council
21 st Jan 25	44.98	7.49	Print & Stationery
21 st Jan 25	84.16	14.03	Temporary Fencing – Clapps Mead

APPENDIX 2

2025 / 26 PRECEPT:

The deadline for submitting the parish council's request for precept to Dorset Council is end of January 2025. Discussions took place around the various options for the parish council to consider, the primary objective being to have enough income and precept to meet its debts and payments as they fall due.

The precept will need to increase by 49.84% (39.74% actual) which equates to £19.79 increase in council tax in the year (Band D) or £1.65 per month.

Explanation of why this increase in precept necessary:

The previous parish council has kept the precept as low as possible in past years, preferring to use volunteers for essential works. From 2024 a new parish council has been formed which has not, as yet been able to retain or recruit volunteers, the work therefore has needed to be outsourced to private contractors. A new clerk was also appointed.

The increase in precept means the parish council will be subject to an internal audit by external auditors appointed by the Audit Commission – these fees are likely to be £300-£400 per annum. Legal fees are expected to be incurred either on the trampoline issue and/or Clapps Mead.

The newly appointed clerk costs have risen in line with current trends and pay awards. The clerk does not claim expenses other than the statutory allowance of £26.00 per month. The parish council has also instructed a payroll bureau to administer the clerk's employment transactions at £240 per annum.

All new councillors have needed to attend DAPTC training courses at between £30 - £50 per councillor / per session – estimated in 25/26 to be approximately £600. The 24/25 budget showed training costs as 0.00.

Clapps Mead play area has needed to be inspected by a professional inspection company who have identified works to the perimeter fencing, chain bridge, swing bridge / slide and other play equipment, some of which will need to be replaced. The perimeter fence and gates are rotten and non-compliant with health and safety legislation and must be replaced urgently.

The parish council has also created a new website.

2025/26 BUDGET

Operating Income

Percentage Increase	49.84%	65.83%	77.08%	
Precept	25300	28000	29900	
Other Income	2500	2500	2500	Est
VAT	500	500	500	Est
	28300	31000	32900	

01.4.24 C/F Balance 20,981.57

Operating Costs

Clerk Costs	14,370	14,370	14,370	
General Overheads	3500	3500	3500	Est
Clerk & Cllr Expenses	350	350	350	Est
Open Spaces Maintenance*	8100	8100	8100	Est
Donation / Grants	4000	4000	4000	
Other Costs**	1500	1500	1500	Est
BLAP Contribution	80	80	80	Est
	31900	31900	31900	
Shortfall	3600	900		
Add: from Cash Reserves	3600	900	(1000)	

*Open Space Maintenance		
Grounds Maintenance Contract	6000	
Bus Shelter	160	
Contingency	1940	
		8,100

**Other Costs		
Audit Fees (Internal & External)	1000	Est
Contingency	500	
		1500

Commentary

A percentage increase of 49.84% (39.74% actual) is £19.79 increase in council tax (Band D) per year or (£1.65 per month).

A percentage increase of 65.83% (54.65% actual) is £27.22 increase in council tax (Band D) per year or (2.27 per month).

A percentage increase of 77.08% (65.14% actual) is £82.26 increase in council tax (Band D) per year or (6.85 per month).

Increases / % change

	24/25	25/26	Inc. £	Inc %
Clerk Costs	6250	14370	8120	130
General Overheads	2470	3500	1030	42
Clerk / Councillor Expenses	50	350	300	600
Open Spaces Maintenance	6875	8100	1225	18
Audit / Legal Fees	60	1000	940	1567
Donations & Grants	3835	4000	165	4



Town & Parish Councils Taxbase & Precept Toolkit 2025/26

1) Select Town or Parish Council

Chideock

Taxbase Information

Band D Equivalents

2024/25 2025/26

Increase/(Decrease) Year on Year

% Increase/(Decrease)

Precept Modelling

Actual Precept 24/25 & Proposed Precept 25/26

2) Enter Target Precept

2024/25 2025/26

Increase/(Decrease) Year on Year

% Increase/(Decrease)

Band D Equivalent Charge

Precept Divided By Taxbase

2024/25 2025/26

Increase/(Decrease) Year on Year

% Increase/(Decrease)

APPENDIX 3

RECOMMENDATIONS FOLLOWING REVIEW OF PLAYGROUND INSPECTIONS REPORT DATED 7TH OCTOBER 2024

1. Perimeter Fencing

- Remove and replace the perimeter fencing to address issues such as multiple rotten sections and un-compliant gate closures.

2. Chain Bridge

- Remove and replace the chain bridge due to the deteriorating condition of the chains and the supporting timbers, which are deemed recommended as actions

3. Swing Bridge/Slide

- Remove and replace the swing bridge/slide entirely, as the inspector identified all aspects of this equipment as damaged and presenting a moderate risk.

4. Toddler Swing Seat

- Replace the toddler swing seat and shorten the chain to ensure safety and proper functionality.

5. Spring Car/Seat

- Treat and repair corroded metal components under the spring car/seat to prevent further degradation and ensure safety.

6. Signage Repositioning

- Reposition all signage, consolidating it onto a noticeboard so that all communication is clear and visible to visitors.

Additional Recommendations

• Grant Funding:

- Seek available grants to support the parish council in funding the necessary replacements and repairs.

• Community Engagement:

- Consult with the community to gather ideas for replacement equipment to better meet the needs and preferences of local users.

These actions aim to prioritise safety, functionality, and community involvement in improving the play area.

APPENDIX 4

GROUNDS MAINTENANCE TENDER EVALUATION

NAMES AND DETAILS OF TENDERERS

Name	Annex C	Date Rec'd	Insurance £5m	Method Statement	Risk Assessment	References	Price £	
Derek Smith's Gardening Serv's (inc. all items in Annex B) + one off quote for initial clearing - £720	✓	11 TH Nov 2024	✓	✓	✓	✓	2025 2026 2027	4995 5194 5401
Countrywide Grounds Maintenance + see below additional one off quote.	✓	28 TH Nov 2024	✓	✓	✓	✓	2025 2026 2027	6000 6240 6490
Bridport Town Council				Declined to Quote				

APPENDIX 5

CLAPPS MEAD – REPLACEMENT FENCING

Option 1

Timber fence

The fenced should cover the length of the temporary fence, the height should be approximately 2.0m above the ground with a gap of a 100mm to allow strimming without damaging the fence suitable treated timber should be used for the posts, cross rail, and up-right boards. The posts should 100mm x100mm posts the up-right palings should be a minimum of 75mm x25mm with a minimum space between of 89mm and maximum of 100mm the cross rails I would leave to you. We would be interest to know if you would consider metal feet for the posts going into the ground as a worthwhile investment.

Option 2

Chain-link fence

The fence to cover the same area as above and to be between 1.2 and 1.5m height and supported on metal post suitably supported along the fence deemed necessary.

General Information

Playground fencing should comply with EN/BS 1722 and the minimum space between the up-right palings is 89mm. There is a concern with the stability of the ground for both these options.

APPENDIX 6

BUS SHELTER – REPLACEMENT POLYCARBONATE PANEL

NAMES AND QUOTE DETAILS

Name	Date Rec'd	Price £
Roman Glass Weymouth	3 rd Jan 2025	372.78
Bridport Glass Tiles & Bathrooms	6 th Jan 2025	416.40
Heavers	2 nd Jan 2025	Declined to Quote