



Bothenhampton & Walditch
Parish Council since 1886

**MINUTES OF BOTHENHAMPTON & WALDITCH PARISH COUNCIL MEETING
held at BOTHENHAMPTON VILLAGE HALL, 7pm on 13th MARCH 2023**

Initials	Councillors	Initials	Councillors
JB	Cllr Jim Basker (Chair)	GS	Cllr Graham Styles
CA	Cllr Chris Addis	MW	Cllr Martin Warne
TC	Tan Cox (Clerk)		

Also Invited: Cllr Sarah Williams / Cllr Kelvin Clayton / Cllr Dave Bolwell

Ref	Agenda Item	Owner
	Declaration of Pecuniary Interests and Eligibility: No Declarations were received.	
	Apologies: Cllr Clayton	
1	<p>Reports from Dorset Council Councillors:</p> <p>Cllr DB attended the meeting and provided updates on the news from within Dorset Council, he said an ongoing problem is understaffing and the inability to recruit staff for key roles. He said this may go some way to explain why letters are not being answered and actions are not being taken. The Clerk confirmed that the Parish Council does receive the Dorset News email from DC providing up to date information on policy and other issues.</p> <p>During the course of the meeting Cllr Bolwell agreed to:</p> <ul style="list-style-type: none"> • Intervene on the Hollow Way problem • Contact National Highways to chase the 'warning pedestrians' signs along the A35 and adjacent to footpath W5/5 • Contact Dorset Council legal services to ask for an update on the whereabouts on the official documentation for the BTC takeover. <p>Cllr DB also confirmed that plans for the A35 are in discussion and that two crossings have been requested and are being considered.</p>	

Cllr Jim Basker

Minutes agreed on 3rd April 2023

Ref	Agenda Item	Owner
2	<p>Democratic Half Hour: There were no members of the public</p>	
3	<p>Minutes of Parish Council Meeting – Monday 13th February 2023:</p> <p>The Minutes of 13th February having been agreed by email were accepted, and a copy has been posted to the website.</p> <p>Carried forward Actions:</p> <p>Regarding Monarch Way footpath – the Clerk confirmed that this item was discussed by the T T & F sub-committee on 2nd March and Dorset Council’s portal has been updated.</p> <p>Regarding DIGS (Information Panel) – the Clerk confirmed that a letter was sent on 16th February 2023.</p> <p>Regarding John Holt Play Area (Gate Issue) – the Clerk confirmed that KH had been asked to repair the play area gate.</p> <p>Regarding Trees, the Clerk confirmed that Dorset Council Trees had been contacted on 16th February 2023.</p>	
4	<p>Reports from External Organisations:</p> <p>WATAG – Dates have been provided for forthcoming meetings which are March and May 2023. These are being attended by Cllr MW and Cllr CA respectively, after the May 2023 meeting, councillors will consider whether or not attendance at the meetings is effectively using their time.</p> <p>BLAP Liaison – It is envisaged that a date in late March / early April will be provided.</p> <p>BANP / JCC – 15th June 2023.</p>	
5	<p>Planning:</p> <p>Planning Consultations The planning consultations specified on the agenda were noted.</p>	

Ref	Agenda Item	Action
6	<p>Finance and Budget:</p> <p>Payments made from 14th February 2023 to 13th March 2023</p> <ul style="list-style-type: none"> • Grassmats (JGPA) • Dorset Council • Derek Smith • Ashley Cooper Turf • Grant (LWPA & O) • Grant Village Hall (Bothenhampton) • Bridport Town Council (Litter Bin) <p style="text-align: right;"><i>Cllr Jim Basker</i></p> <p style="text-align: center;">Chairman</p> <p>The Clerk said that the payments listed above had already been paid and had been authorised via email. She added that one payment had been made after the Agenda had been sent out and this was the VFO's protective safety equipment which councillors had already approved via email.</p> <p>The Clerk's salary for March 2023 was approved as were any expenses.</p> <p>The Bank Statement to 28th February 2023 was provided to Councillors for their perusal, the Bank Statement was signed by the Chairman and handed to the Clerk.</p> <p>The Cash Flow Forecast up to 28th February 2023 was sent to Councillors for their review and approval.</p> <p>THE FOLLOWING DOCUMENTS WERE APPROVED AND/OR AGREED, AND WHERE APPROPRIATE, SIGNED BY THE CHAIRMAN:</p> <ul style="list-style-type: none"> • Bank Statement and Invoice Cover Sheet (Approved and signed by the Chairman) • Cash Flow Forecast – approved by Councillors <p>RISK REVIEW DURING MARCH 2022</p> <p>The Parish Council's Internal Auditor has recommended that a risk review is carried out quarterly. All 7 risks (detailed on the agenda) were reviewed and updated.</p> <p>ALL RISK ASSESSMENTS WERE APPROVED</p>	

Ref	Agenda Item	Action
7	<p>Parish Council Sub-Committees:</p> <p><u>Finance & Funding – 2nd March 2023</u></p> <p>Play Area Benches – The subject of benches for both play areas should be reviewed by OSPA and the sub-committee should put forward a recommendation for spend.</p> <p>Citizens Advice Bureau Grant Request – obtain Main Committee ratification for grant and then make payment.</p> <p><u>THE GRANT TO THE CITIZENS ADVICE BUREAU FOR £1500 WAS APPROVED</u></p> <p><u>Traffic, Transport & Footpaths – 2nd March 2023</u></p> <p>Hollow Way / High Pavement - write another letter to Dorset Council setting out the progress so far and warning that the longer the issue is left the more difficult it will be to put right. A letter dated 5th March was written and sent to Dorset Council. Dorset Cllr DB has also promised to intervene - See section 1, page 1)</p> <p>Footpath W5/5 - write again to the various agencies involved and ask what has happened to the survey, whether a feasibility study has now been completed, and if so, when work will start. In the letter we will also request that a warning triangle is placed at either side of the road adjacent to the A35 as a matter of urgency due to the danger posed to pedestrians. A letter dated 4th March was written and sent to Dorset Council. Dorset Cllr DB has also promised to intervene - See section 1, page 1)</p> <p>Both letters can be found on the Parish Council's website.</p>	
8	<p>Other Parish Matters:</p> <p>DAPTC Representatives & Area Committees – an email was received on 16th February from the above asking for representatives from parish councils. The DAPTC Info Pack specifying roles and responsibilities was sent to Parish Councillors for their consideration. Cllr JB asked that the Clerk respond to the email saying that the Parish Council is to be abolished next April but said we will endeavour to find a representative to attend whenever possible.</p> <p>CGR – Cllr JB summed up progress so far, being attendance at an Informal meeting with the Town Council and other parishes on the 2nd March and a meeting with Daryl C on the 7th March relating to the transfer of assets. There were no minutes of either meeting. Discussions around the lack of formal notice from Dorset Council and Cllr DB offered to chase Dorset Council's Legal Services. (See Section 1, Page 1)</p> <p>King's Coronation – Cllr JB confirmed that the Parish Council had provided grants to 3 organisations within the parish, and these were briefly discussed.</p> <p>Parish Plan –Cllr JB explained how he had updated the previous plan so that it is relevant for when it is passed over to BTC. The Clerk agreed to place the updated Parish Plan onto the website.</p>	<p>Clerk</p> <p>Clerk</p>

Ref	Agenda Item	Action
9	<p>Correspondence:</p> <p>The following correspondence was sent during the period and can be found on the council's website www.bothenhamptonwalditchparishcouncil.com</p> <ul style="list-style-type: none"> • Letter to Dorset Council Tree Team regarding Sycamore Avenue (G Cox / J Bennett) • Letter to Dorset Council Tree Team regarding Tree Issues (in both villages (N Collins) • Letter to R Snelgrove (DIGS) regarding Bothenhampton Nature Reserve • Letters to Walditch Village Hall, Bothenhampton Village Hall, Lower Walditch Play Area & Orchard Secretary regarding insurance for events • Letter to Dorset Council Highways regarding Hollow Way / High Pavement (D Carey) • Letter to Highways England regarding A35/Sea Road South, Bridport, Dorset Dt6 / Footpath W5/5 • Further letter to Dorset Council Tree Team (Andrew Douglas) regarding Sycamore Avenue 	
10	<p>AOB:</p> <p>Cllr GS mentioned the Defibrillator training which took place on 23rd February in Bothenhampton saying that it had gone well. He said it may be worth running another one later on in the year as some people were not able to make the February date. There are plans to do one in Walditch.</p>	
	The meeting ended at 8pm	

Date of the next Parish Council Meeting: 3rd April 2023 at Walditch Village Hall, 7pm
 Previous council minutes can be found on www.bothenhamptonwalditchparishcouncil.com

SUMMARY OF AGREED ACTIONS – 13th March 2023

Action	Owner	Page
Regarding DAPTC Representatives & Area Committees - respond to the email saying that the Parish Council is to be abolished next April, we will endeavour to find a representative to attend whenever possible.	Clerk	4
Regarding Parish Plan – ensure updated Parish Plan is uploaded to the website.	Clerk	4

ROLLED OVER ITEMS – 13th March 2023

Action	Owner	Page
None		

ITEMS REFERRED TO OSPA SUB-COMMITTEE – 24th April 2023

Item	Page
None	

ITEMS REFERRED TO F&F SUB-COMMITTEE – 28th April 2023

Item	Page
None	

ITEMS REFERRED TO TT&F SUB-COMMITTEE – 28th April 2023

Item	Page
None	

External Organisations - Acronyms:

WATAG – West Dorset – Western Area Transport Action Group

BLAP – Bridport Local Area Partnership

BANP JCC – Bridport Area Neighbourhood Plan, Joint Councils Committee

DAPTC – Dorset Association of Town and Parish Councils

NALC – National Association of Local Councils

External Organisations - Councillor representatives:

WATAG – Cllr Chris Addis (Deputy - Cllr Martin Warne)

BLAP – Cllr Graham Styles

BANP – Cllr Jim Basker

Misc

VFO - Volunteer Footpath Officer