



## CHAR VALLEY PARISH COUNCIL

### **429<sup>th</sup> Meeting of Char Valley Parish Council held on 16<sup>th</sup> November 2021 at 7.30pm, at Wootton Fitzpaine Village Hall**

#### **MINUTES**

##### **4808: Present:**

Cllrs. H Joyce (Chair), S Creed-Castle, C Bailey, C Noon, A Carey, S Johnson, T Ely (Clerk).

In attendance: Cllr. S Christopher (Dorset Council).

##### **4809: Apologies for absence:** Cllrs. J Jones, C Mahaddie, J Eager, K Vaughan, C Peck, T Hansford.

##### **4810: Public forum:** Mr. Stanbury.

- Mr. Stanbury was in attendance to discuss his planning application; P/FUL/2021/04523 Copse Gate Farm.
- Cllr. Bailey described the nature of the application to council. After some discussion regarding how 'mobile' the unit will be and its intended use, council concluded 'No Objection'.

Proposed by Cllr. Noon and Seconded by Cllr. Carey. All in Agreement.

Mr. Stanbury left the meeting.

##### **4811: Declarations of interest:** None

##### **4812: Resolution to approve the minutes of the Annual Council Meeting of CVPC held on 11<sup>th</sup> October 2021**

- Small amendments from Cllr. Mahaddie via email and Cllr. Bailey. Altered straight away and approved.

Proposed by Cllr. Creed-Castle and Seconded by Cllr. Bailey. All in Agreement bar 2 Abstentions; Cllr. Carey and Cllr. Johnson as not seen.

##### **4813: Footpath Officer Work:**

- Cllr. Creed Castle had arranged for the Whitchurch and Wootton Fitzpaine footpath officers to attend so Cllr. Hansford could address them but unfortunately Cllr. Hansford had to cancel attending last moment. Cllr. Creed-Castle is happy to have the meet on her property.
- Cllr. Creed-Castle was thanked for her recent hard work putting up notices on several notice boards within the Parish.

##### **4814: Actions following last meeting:**

The following were in addition to those mentioned in reports:

- Cllr. Joyce ran through the actions
  - ✓ July & September minutes printed by the clerk and signed by Cllr. Joyce for the files.
  - ✓ Increase of tourism letter to Spencer Flower - Cllr. Joyce has written and sent the letter with no response yet.
  - ✓ **Cllr. Hansford to provide the two required farm names from the September meeting, Cllr. Joyce will check.**
  - ✓ The Clerk sent an email to planning to request more information regarding the paths and about the general development size of Spence Farm and a response has been received and circulated with more information.
  - ✓ Cllr. Vaughan to go with Cllr. Hansford to see the owners of Spence Farm - Cllr. Hansford met with one of the developers who offered to come to the meeting but have not been in touch since. Cllr. Joyce updated councillors that enforcement officers had been to visit Spence Farm and they await a statement of exactly what the farms plans are to see mainly if they will be agricultural plans or more predominantly tourism.
  - ✓ The bank will be discussed under finance.
  - ✓ The October payment cheques were signed and sent.
  - ✓ The clerk sourced an internal auditor who has been very efficient.
  - ✓ The insurance has been paid for 1 year, the clerk will gain quotes next year to check competitive pricing.
  - ✓ Rights of way survey link was found and sent on by the clerk and completed by Cllr. Joyce.
  - ✓ Register of interest links have been sent by the Clerk and completed by most councillors, **need to check if Cllrs. Hansford, Vaughan and Jones have completed it.**
  - ✓ Council to write to Dorset Council, Spencer Flower with concerns re inconsistency of in person/online meeting rules – not done yet, will see what happens.
  - ✓ Re footpaths - Cllr. Creed Castle has sent a letter to Cllr. Hansford.
  - ✓ Notice board order has been delayed, will be covered later in the meeting.
  - ✓ Re bush cutting along A35 in Morcombelake - Cllr. Noon to create a leaflet and article in Char Chat. Bushes have already been cut.

## 4815: Planning applications:

### a. Responses submitted to Dorset Council before the meeting:

P/MPO/2021/03556	Stonebarrow Manor Stonebarrow Lane Charmouth Dorset DT6 6RA - <b>No objection</b>	expired	14/10/2021	Submitted	13/10/2021
P/HOU/2021/02835	Tir A Mor Sun Lane Morcombelake DT6 6DL - <b>No objection</b>	expired	15/10/2021	Submitted	13/10/2021
P/FUL/2021/03765	Seaward Verriotts Lane Morcombelake Dorset DT6 6DX - <b>No objection</b>	expired	28/10/2021	Submitted	13/10/2021
P/FUL/2021/03766	Spence Farm Spence Lane Wootton Fitzpaine Dorset DT6 6DF - <b>Objection</b> - There is not enough evidence to show if this pathway is a suitable development with regards to environmental aspects of the woodland. We feel investigation into the nature of the woodland is required. Recently, there have been several separate planning applications for Spence Farm, to which we raised some objections individually. However, collectively, they add up to a potentially significant use of land for tourism on land currently designated as agricultural.	expired	04/11/2021	Submitted	04/11/2021
P/LBC/2021/02087	Morcombe Cottage Main Road Morcombelake DT6 6DY - <b>No objection</b>	expires	22/11/2021	Submitted	13/10/2021

### b. Responses considered at the meeting:

P/HOU/2021/02330	Tresillian Main Road Morcombelake DT6 6DY - <b>Objection</b> - Council feel that the extension is too close to the neighbouring property and the site is being overdeveloped. Also, just to add that the documents do not make clear what has changed.	expires	22/11/2021		
P/FUL/2021/04523	Copse Gate Farm Bluntshay Lane Whitchurch Canonichorum Bridport DT6 6RN - <b>No Objection</b>	expires	29/11/2021		

Proposed by Cllr. Noon and Seconded by Cllr. Carey. All in Agreement.

P/CLP/2021/04532	Bonhays Farm Old Dairy Berne Lane Whitchurch Canonichorum DT6 6RF - <b>No Objection</b>	expires	01/12/2021		
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Proposed by Cllr. Bailey and Seconded by Cllr. Johnson. All in Agreement.

### c. Dorset Council Decisions: None.

- Cllr. Joyce asked the clerk if we had received any decisions. The clerk reported that the system must have changed as now they have to be looked up specifically. Cllr. Carey reported that Stonebarrow Manor had been approved.

### d. Enforcement:

- **Cllr. Joyce mentioned the letter already written to Spencer Flower with regard to Spence Farm and will write another as no reply has been received.**

## 4816: Finance:

- Cllr. Joyce reported the accounts were overdue and the new clerk had to do a lot of work to get them up to date, the AGAR for 2020-2021 has now been submitted. It was reported that council were over the threshold of £25,000 so extra work has been done due to a more in-depth audit. Being over the threshold means insurance should now be displayed at premises, as CVPC do not have premises, council believe this is not relevant. Cllr. Johnson mentioned CVPC could display the documents within Whitchurch Hall which is agreed by Cllr. Joyce.

### a) Payments

The Clerk left the room to enable overtime discussion.

- Council discussed the clerks overtime accrued over September/October, mainly due to the accounts and upon her return informed her that the overtime below will be paid. Council asked the clerk to keep monitoring her hours over December/January so hours required on a permanent basis moving forward can be re-evaluated as the role is a lot more than it used to be.

The payments for November/December 2021, as below, were approved.

Payee	Details	Cheque No.	Receipt No.	Amount
Bill Taylor	November hall hire x2 Nov 21	200514	1121/1	47.00
Les Kitcher	Wotton Fitzpaine playing field	200515	1121/2	525.00
S Lee	Drains+moving grit bins	200516	1121/3	403.20
Hilary Joyce	Go To Nov-Dec 21	200517	1121/4	54.00
John Vanderwolfe	Internal Audit fee	200518	1121/5	60.00
GD Wright	Playing fields maintenance	200519	1121/6	410.00
Tamsin Ely	Stationery+Fuel expenses	200520	1121/7	38.90
Tamsin Ely	Office 365 Subscription	200521	1121/8	79.99

Tamsin Ely	Char Chat Stamps	200522	1121/9	303.60
Tamsin Ely	Clerks wage Nov 21	200523	1121/10	658.35
Tamsin Ely	Clerks wage Dec 21	200524	1121/11	658.35
<b>Total</b>				<b>3238.39</b>

Payee	Details	Cheque No.	Receipt No.	Amount
Tamsin Ely	Clerks wage overtime Sep 21 (11 hrs)	200525	1121/12	142.45
Tamsin Ely	Clerks wage overtime Oct 22 (63 hrs)	200526	1121/13	815.85
<b>Total</b>				<b>958.30</b>

#### b. Precept recommendations

- Cllr. Joyce reported that during the finance meeting the previous week it was decided to keep the precept the same as 2021-2022; being 2 years without increase. This would bring CVPC reserves down slightly but leaves enough to cover upcoming costs. Councillors discussed some numbers and are all in agreement.

Proposed by Cllr. Creed-Castle and Seconded by Cllr. Bailey. All in Agreement.

#### c. HMRC

- The clerk reported that many more hours have been spent on the phone to HMRC without much success. There are 4 issues:
  1. An old underpayment of £88 plus some interest so around £92 debt which HMRC seem unable to pinpoint as to when it occurred.
  2. The current quarter CVPC are in debt and each advisor tells the clerk a different amount of around £450. This has occurred as July was not paid on time and wages for July-September for the current clerk and the previous clerk were all submitted in one month and this meant payment dates were skewed, the clerk believes this debt will not exist when the dates have been reorganised.
  3. HMRC dates differ to the normal calendar month, so the clerk needs to find out how to do the payments correctly moving forward.
  4. The clerks own tax needs checking as current submissions are showing as 0 but this may be correct due to her circumstances with an old job ending.
- The clerk has written a letter to the HMRC requesting they have a good look at everything and contact her for resolution, no reply or acknowledgement has been received so the clerk plans to call them again soon.

**Clerk to contact HMRC.**

#### d. The bank account

**Clerk and Cllr. Joyce to contact the bank re online facilities.**

#### e. Accounts 2020-2021, AGAR, Clerk RFO appointment, audit report

- Cllr. Noon asked if we would take on board the recommendations in the internal report. Cllr. Joyce confirmed we will be completing a risk assessment. The clerk mentioned that now the accounts are up to date it is a simple task and perhaps a finance package isn't required, Cllrs. Noon and Joyce agree.

Cllr. Christopher joined the meeting.

**Cllr. Joyce requested the clerk ask Stephen Lee for his current insurance.**

- Cllr. Joyce confirmed the clerk as the Responsible Finance Officer (RFO).

Proposed by Cllr. Creed-Castle and Seconded by Cllr. Noon. All in Agreement.

- Cllr. Joyce confirmed the accounts for 2020-2021 to be ready for sign off by council.

Proposed by Cllr. Carey and Seconded by Cllr. Johnson. All in Agreement.

#### 4817: Governance Review:

- Cllr. Joyce confirmed CVPC have submitted their response on time.

#### 4818: BLAP charge £117.42

- Cllr. Joyce reported to council that at the last meeting it was feared that BLAP may not receive the funding in the upcoming year, councils have been asked if they would be prepared to pay a charge to BLAP. The figure would be £117.42. Cllr. Joyce finds BLAP very useful and informative and of great value, council agree.

#### 4819: Vote for Josephine Parish NALC

- Cllr. Joyce has received notification from Josephine Parish who lives in the Dorset area canvassing for votes to be on the NALC committee. She didn't include anything about herself but mentioned this area is currently unrepresented.
- Cllr. Carey reported having met her and has positive feedback.
- Council is happy to back Josephine.

**Clerk to find out if we can vote 3 times and to put in our vote/s.**

Proposed by Cllr. Carey and Seconded by Cllr. Noon. All in Agreement.

#### 4820: COP 26 report

- Not discussed as Cllr. Vaughan not present.

#### **4821: Definitive Map Modification Order – T616 – Whitchurch Canonorum Parish**

- Cllr. Noon introduced the issue; the Chairman of the Ramblers Association said he would withdraw the application if the residents didn't agree to it, they said they don't agree but he is not withdrawing, he has now stopped responding to emails. CVPC have been asked if we would write to the Ramblers Association and Dorset Council asking them to withdraw.
- Cllr. Joyce informed council of Cllr. Mahaddie's involvement and added some background that the Ramblers Association have been putting in applications to councils all over the country asking for various changes/alterations to the status of footpaths/roads etc. so this is not isolated to here. Dorset council said applications will be minimum of 5 years, maybe 10 before they are looked at, at which time we would be consulted for our views. Our local concerns are that certain residents may be affected getting to their properties.
- Cllr. Christopher's view was that they are trying to get more designated footpaths and stop vehicles driving irresponsibly and modified off road vehicles going where they shouldn't.

Cllr. Noon to write a draft letter to the Ramblers Association and send to Cllr. Joyce who will liaise with Cllr. Mahaddie for approval.

#### **4822: Wootton Fitzpaine Notice Board**

- Cllr. Joyce updated council that Mr. Sampson Snr. had contacted Cllr. Christopher. After discussion the resolution was that CVPC put a small notice to notify residents of meetings and that is all we will put on the board.
- Discussion was opened again about the situation by Cllr. Christopher, CVPC confirm the board is theirs but to keep the peace will leave the board for the residents with only the small meeting notice.
- Cllr. Noon asked we therefore remove the Char Valley plaque otherwise we would be seen to be endorsing what is on the board which is out of CVPC control. Cllr. Joyce agreed.
- Cllr. Creed-Castle asked for confirmation if we are therefore only to purchase 3 boards. Cllr. Joyce confirmed this.

Council to remove the Char Valley plaque from the board.

- Cllr. Christopher offered to contact Pass Housing Association to see if they have a suggestion for a new location for a notice board.
- Cllr. Joyce asked for a vote to remove the plaque and only to post a small notice as discussed.

Proposed by Cllr. Noon and Seconded by Cllr. Creed-Castle. All in Agreement.

#### **4823: Local Amenities Working Party**

- Cllr. Creed-Castle asked for a request in Char Chat for a new tree officer. Cllr. Noon agreed.
- Cllr. Creed-Castle asked if there are any questions about the report and addendum. Cllr. Joyce reminded council of an issue with a piece of path in disrepair and is potentially dangerous. The flower show committee have offered a donation of £150 to us to fix it but CVPC need to investigate who owns the path.

Clerk to contact Dorset Council to find out ownership.

Cllr. Creed-Castle leaves the meeting.

#### **4824: Broadband:**

- Residents in Whitchurch have approached Cllr. Peck regarding extremely weak broadband signal, they are reporting speeds of only up to 4000 even though they are situated very close to the box. Thus, not only affecting residents but also the tourist industry and local businesses.
- Cllr. Christopher is already following this with Dorset Council, but CVPC reported the issue getting worse if anything. Cllr. Christopher asked Cllr. Joyce to send him an email to prompt him to investigate this further. Cllr. Christopher informed council that Peter Wharf is in charge of broadband at Dorset Council.
- Cllr. Joyce informed Cllr. Christopher that CVPC know specifically of issues on Becklands Lane, Gassons Lane and Bluntshaye Lane. Cllr. Christopher asked we include Berne Lane.

Cllr. Joyce to send Cllr. Christopher an email.

#### **4825: Bridport Local Area Partnership Report:**

- Cllr. Joyce informed council the meeting is on Wednesday so no report yet, it will be circulated once received.

#### **4826: Rights of Way Survey:**

- Not discussed as Cllr. Hansford not present.

#### **4827: New Code of Conduct:**

- Cllr. Joyce reported that most of the Register of Interests have been completed. The clerk added that we potentially have 3 outstanding, but she is unsure as there was a bug in the system and the complete forms weren't showing online until Dorset Council were notified.

#### **4828: Cllr. Christopher, Dorset Council:**

- Cllr. Christopher asked council for ideas for how Dorset Council can raise money. Cllr. Christopher gave some ideas e.g., congestions charges, tourist tax etc. Ideas should be sent to Cllr. Christopher via email. This is ongoing, so no deadline.

#### **4829: Communications:**

- The next edition of the Char Chat is due for distribution before the 11<sup>th</sup> as it needs to publicise the River Char open day. Cllr. Noon thanked Cllr. Carey for promptly adding a search box to the CVPC website.

#### **4830: Farming Interests Working Party:**

- Cllr. Johnson spoke of a comparison price project she and Cllr. Bailey have undertaken which highlighted how much a lot of products have increased e.g., fuel, fertiliser, rape seed. There was discussion about how hard it is getting for the agricultural industry and change in methods i.e., a lot of farmers now rent tractors rather than buying them.

#### **4831: Climate Environmental and Ecological Working Party/River Char Community Project (RCCP):**

- Cllr. Carey updated council on the River Char Project. Cllr. Carey had a meeting recently with Nick Gray, Ian Rees and Cllr. Joyce (Cllr. Vaughan was away). The report is complete for the first stage; this assesses the state of the river and identifies actions that can be taken, it will be published officially at the end of the month. There will be a summary report in the Char Chat, important events are the 'walk and talk' planned for the 11<sup>th</sup> of December and an evening's

conversation where questions can be answered. Starting on the 22nd of January and running through next year there will be working parties to help get more light to the river by clearing etc. this is led by the Dorset Wildlife Trust who currently have funding to the end of March. Also, a septic tank leaflet to communicate to residents to empty tanks more often. Dorset AONB funding to start advisory visits to landowners to see anything that they can do to help with the runoff etc.

- Cllr. Joyce added that the 5 action plan items from the report have been addressed. Community engagement plans for the volunteer working parties and 2 group meetings December 2021 and March 2022 with walks along the river with Nick Gray. CVPC hope to engage Charmouth School and perhaps Woodruff to come and have a look. Probably have a meeting in January to form plans for the new year. All plans will be shared immediately with Charmouth, Chideock and Upper Marshwood Vale Parish Councils with invitations to attend events.
- Cllr. Noon mentioned there is quite a gap from 11<sup>th</sup> December to 22<sup>nd</sup> January, Cllr. Joyce offers to send a reminder out to our mailing list and Cllr. Carey added that we also have email addresses for people who responded to questionnaires.
- Cllr. Christopher was consulted and added that there are concerns about debris in the river leading to erosion etc. and perhaps that could be looked at. Cllr. Carey confirmed this should be passed on to Ian and the team.
- Cllr. Joyce added that only small costs are involved for teas and coffees etc. at the events. Cllr. Joyce ran through the schedule for the 2 walkabouts, 1.45 arrive and refreshments, 2 introduction and slides by Ian Rees, 2.30 River Char walk with Nick Gray. CVPC will publicise in the Char Chat, website, notice boards, local app groups and Bridport News.

Proposed by Cllr. Carey and Seconded by Cllr. Noon. All in Agreement.

**4832: Planning Working Party:**

- Cllr. Mahaddie was absent but Cllr. Joyce mentioned the Housing Needs survey, CVPC have received a letter in reply to Cllr. Mahaddie's suggestion that it isn't a good idea just before Christmas, Dorset Council's reply is that no time is a good time. Cllr. Joyce adds that council have a lot on at the moment and Cllr. Mahaddie is currently unwell so it would be best left to the new year. Cllr. Noon agreed.

To be discussed at the January meeting.

**4833: Staffing Committee:**

- Nothing discussed.

**4834: Transport Working Party:**

- Nothing discussed.

**4835: Councillor training:**

- Nothing discussed.

**4836: Location and dates of 2022 meetings:**

Clerk to book the halls and distribute the schedule once booked.

**4837: Meeting closed** at 22.05.