



## CHAR VALLEY PARISH COUNCIL

### **439th Annual Meeting of the Parish for Char Valley Parish Council held on 21st November 2022 at 7.30pm – Wootton Fitzpaine Village Hall**

#### **APPROVED MINUTES**

**Meeting opened:** 19.30.

**5050: Present:**

Cllrs. C Noon (Chair), C Mahaddie, S Creed-Castle, J Busby, C Stanbury, N Ziebland, H Joyce, S Johnson, J Kewley, T Hansford, A Carey, R Cook and T Ely (Clerk).

**5051: Apologies for absence:** None.

**5052: Public forum:** No members of the public present.

**5053: Co-opt new councillor to Wootton Fitzpaine:**

- Cllr. Noon introduced the candidate for the Wootton Fitzpaine vacancy.
- Cllr. Noon asked Mr. Cook to stand and introduce himself to council.
- Mr. Cook stood and spoke of his experiences.
- Councillors asked Mr. Cook a few questions.

Mr. Cook left the meeting to enable discussion.

- Councillors had a discussion about the candidate.

Mr. Cook rejoined the meeting.

- Cllr. Noon asked for a proposer/seconded for Mr. Cook.

Proposed by Cllr. Mahaddie and Seconded by Cllr. Kewley. 10 in Agreement and 1 Abstained.

- Cllr. Noon welcomed Cllr. Cook to council and invited him to take a seat to be included in the meeting as a full councillor.
- Cllr. Cook signed the acceptance of office and took his seat.

**5054: Declarations of interest:** None.

**5055: Dispensation requests:** None.

**5056: Resolution to approve the minutes of the CVPC meetings held in October 2022:**

- a. Full council meeting held on the 10<sup>th</sup> October 2022

Proposed by Cllr. Joyce and Seconded by Cllr. Ziebland. 9 in Agreement and 3 Abstained; as not present.

- b. Finance Committee meeting held on the 24<sup>th</sup> October 2022

Proposed by Cllr. Mahaddie and Seconded by Cllr. Johnson. 4 in Agreement (all members of the Finance Committee) and 8 Abstained; as not present.

**5057: Actions following last meeting:**

- Clerk to contact the other potential candidate to inform her of the vacancy. Action Complete. The clerk informed council that the candidate is not available at the moment but would like to be contacted again in the future.
- Footpath to Five Bells. The clerk updated Rights of Way with photographs of the issue, ROW replied with a query if the footpath or the unadopted highway. Cllr. Hansford to look up the footpath number and check if there is a stretch of unadopted highway that could be adopted. Cllr. Noon to contact Cllr. Hansford. **Cllr. Hansford confirmed having sent the information to the clerk, but the clerk had not received it, Cllr. Hansford to re-send.**
- Cllr. Johnson talked of the new farming rules that are coming in constantly making it difficult for any one method to aid all. Everything changes week by week - Cllr. Johnson/farming interests working party to draft an email to be sent to Cllr. Noon to send on to Chris Loder. **Cllr. Noon to read and amend if necessary and send on.**
- Cllr. Hansford reported some road signage that had been moved – Cllr. Hansford to compose an email for the clerk to send on to Cllr. Christopher. **Cllr. Hansford to recap old minutes to remind of the issue.**
- Overgrown Footpath - Cllr. Noon and Christine Peat to walk the footpath. Action complete. **Proposed to meet with all footpath officers.**
- Chideock are investigating pollution in Winford, Seatown from the sewage treatment plant. **Cllr. Carey to contact Chideock PC. Not discussed.**
- Cllr. Joyce to send the details of the ring and ride service to Cllr. Noon. **In progress.**
- Great Big Dorset Hedge – CEE to produce an article/leaflet for the next meeting for council approval. **In progress.**
- Gassons Lane road camber issue - Cllr. Joyce to compose a letter for the clerk to send to National Highways. The clerk had contacted highways and received a reply from Blair Turner requesting more information about the previous site

visit. The clerk to contact Mr. Howson to request information. Action Complete and sent to Blair Turner, sent onto Assets Management Team at Dorset Council.

- Cllr. Joyce to make contact with past volunteers from Covid to see if they are still available and willing to be a contact when in need of help. Discussion was a little confused as two similar matters of late. This action was to make contact with past volunteers to then be potentially involved in the resilience plan. **In progress.**

**Cllr. Christopher joined the meeting at 19.54**

- Cllr. Ziebland to contact the village halls to see what help they can provide if there were a crisis. Cllr. Ziebland is **struggling to make contact.**
- Cllr. Busby to contact Dorset Council to see if there are maps of flood risk areas. Action Complete. Cllr. Busby updated council that this information is publicly available and reported having spoken with the Environment Agency also. Cllr. Busby is looking into apps to facilitate warning of flood risks in the parish. WhatsApp groups could then be used to circulate information, also links can be put on the website. **Cllr. Busby to investigate further and let the clerk know any links to display.**
- Chair of each working party/committee to organise a summary of the past year for the next Char Chat for the next meeting 21<sup>st</sup> November. **In progress.**
- Cllr. Creed-Castle to circulate the maintenance requirements that Perrie Hale Nursery will provide. Cllr. Creed-Castle updated council that this will be provided when the trees are delivered. **Cllr. Creed-Castle to circulate once received.**
- Cllr. Creed Castle to organise the lengthsmen for maintaining the well. Cllr. Creed-Castle confirmed the door lock repair is in progress. The Well is to be discussed under Amenities later in the meeting.
- Cllr. Noon to put an advert in the next Char Chat for flood wardens. Action complete.
- Clerk to book Cllr. Kewley and Cllr. Stanbury for the planning training in November. Action complete.

**Finance Meeting Actions**

- Clerk to request Cllr. Creed-Castle assesses if any maintenance is required on the Morcombelake shelter and seat. **Action complete.** To be discussed under Local Amenities later in the meeting.
- Cllr. Joyce to investigate and confirm the well wall boundaries. The Well is to be discussed under Amenities later in the meeting.
- Clerk to enquire with the insurance company if they cover the replacement value. Action complete, confirmed they do. **Cllr. Noon is keen to check the value of CVPC assets to enable this. Clerk to source a surveyor to value the well and war memorials.**
- Clerk to send Cllr. Noon the insurance documents. Action complete.
- Clerk to fill in the required forms to remove Miss CS Peck, Mrs. C Bailey and the clerk as signatories. **Action complete.**
- Clerk to correct the error on the cash book Jubilee Printing. Action complete. The clerk confirmed she had sent the required letter to the bank and awaits action.
- Clerk to make contact with Charmouth PC to check progress of the Thermal Imaging Camera. Action complete.
- Budget - Clerk to work on the points raised for the next finance meeting. Action complete.

**5058: Planning Applications:**

**a) Responses submitted to Dorset Council before the meeting:**

Application Ref.	Location	Expired	Submitted Response	Submitted
P/FUL/2022/033 17	7 Goodens Hill Whitchurch Cross To Cockwell Cross Whitchurch Canonicorum Bridport DT6 6RF	17/10/2022	Support with conditions - should remain ancillary to the house and not let for holiday use.	13/10/2022
P/FUL/2022/058 67	Harcombe House Pitmans Lane Morcombelake Dorset DT6 6EB	17/10/2022	Support with conditions - CVPC supports this application provided that the panels are screened by planting as far as possible and hedges are kept tall enough to hide them from the road.	13/10/2022
P/HOU/2022/06 084	1 Partway Spence Lane Wootton Fitzpaine Bridport DT6 6DG	25/10/2022	Support.	23/10/2022
P/HOU/2022/05 917	Hill Farm The Green Morcombelake Dorset DT6 6EA	25/10/2022	Support.	23/10/2022

**b) Responses considered at the meeting:**

Application Ref.	Location	Expires	Agreed Response
P/FUL/2022/02150	Marsh Farm Access To Marsh Farm Wootton Fitzpaine Dorset DT6 6DF	22/11/2022	Objection. We recommend refusal for the following reasons;

			<p>It is a residential development on a greenfield site within the AONB. It is not an exemption site and is therefore subject to the principle of 'no build'</p> <p>It is immediately adjacent to a public footpath (FP W20/37) although the application implies it is not. Therefore, the PROW team appear not to have been consulted.</p> <p>The development would require vehicular access along a track that the applicant does not own or control.</p> <p>This track is also a public bridleway (BR W20/37) and part of the Monarchs Way long distance footpath and increased traffic from holiday makers will clash with walkers and riders.</p> <p>The site is of unusually high landscape value which would be permanently compromised by this development.</p> <p><u>Proposed by Cllr. Noon and Seconded by Cllr. Busby. 10 in Agreement and 2 Abstained</u></p>
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Clerk to send the November planning response.

**5059: Finance:**

**a) Donations**

- CVPC discussed donations in the recent finance meeting. Proposals are;
- Donations to PCC and URC to be raised by 10% for 23/24
- Donation to CAB to increase to £300 for 23/24
- Donations to village halls to be halved due to the availability of grants from the council for 22/23 and 23/24
- Council were happy with this.

**b) Payments:** The payments for November 2022, as below, were approved.

Payee	Details	Cheque No.	Receipt No.	Amount
Mystic Ltd.	Sign for Whitchurch Playground	Online	1122/01	£66.00
Greentech Ltd.	Jubilee tree accessories	500635	1122/02	£201.74
DAPTC	Clerks conference	500636	1122/03	£45.00
Hilary Joyce	Zoom October 2022	500637	1122/04	£14.39
Sylvia Creed-Castle	Well lock	500638	1122/05	£59.98
Sylvia Creed-Castle	Jubilee tree accessories	500638	1122/06	£103.92
Chris Noon	Char Chat Stamps	500639	1122/07	£357.00
Wootton Fitzpaine Village Hall	WF hall hire November 2022	500640	1122/08	£25.00
Bridport Citizens Advice Bureau	Donation	500641		£250.00
Wootton Fitzpaine Village Hall	Donation	500642		£200.00
James Hargreaves Community Hall	Donation	500643		£200.00
Whitchurch Canonorum Village Hall	Donation	500644		£200.00
Whitchurch Canonorum PCC	Donation	500645		£320.00
Wootton Fitzpaine PCC	Donation	500646		£320.00
Monkton Wyld PCC	Donation	500647		£310.00
Fishpond PCC	Donation	500648		£70.00
Stanton St Gabriel PCC	Donation	500649		£60.00
James Hargreaves URC	Donation	500650		£60.00
Les Kitcher	Wotton Fitzpaine playing field	500652	1122/09	£420.00
Tamsin Ely	Clerks expenses November + December 2022	500653	1122/10	£206.36
Tamsin Ely	Clerks wage November 2022	500653	1122/11	£751.05
HMRC	Tax on clerks wage November 2022	500654	1122/11	£50.40
Tamsin Ely	Clerks wage December 2022	500653	1122/12	£751.05
HMRC	Tax on clerks wage December 2022	500655	1122/12	£50.40
<b>Total</b>				<b>£5,092.29</b>

Clerk to send the November monthly payments.

Vote to accept the donations proposal and November payments:

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

**c) The Bank**

- The clerk had circulated the monthly bank reconciliation and council were happy.

- The clerk updated council that the clerk has now been added to admin the account and has online access.
- The clerk setup the payees online for most of the above payments. When the clerk setup the first payment for Mystic Ltd. the payment sent straight away instead of asking for 2 approvals i.e. mirroring 2 signatures on a cheque. This meant that the clerk had been given full access to the bank account. The clerk highlighted this as a huge security breach and had brought her fob to the meeting for the chair to look after until resolved. The clerk had telephoned the bank who were not very helpful and said they could not change this immediately and could not notify the clerk when the change had been made, when pushed the advisor said she would request the clerk be notified but could not guarantee this.
- Payments for November were therefore actioned via cheque.

**d) 2023 Precept Recommendation**

- Following the finance meeting the committee proposed to full council to increase the precept by 3% being £582.09. This brings the total to £19,985.09.

**Clerk to send the precept request.**

Proposed by Cllr. Joyce and Seconded by Cllr. Ziebland. All in Agreement.

**5060: Cllr. Christopher, Dorset Council:**

- a) Cllr. Christopher requested to move up the agenda as he needed to get to another meeting with a disgruntled resident in attendance.
- b) Cllr. Christopher had circulated a report and ran through some of the topics.

Cllr. Christopher left the meeting at 20.45

**5061: Parish External Liaison:**

- a) **BLAP**
  - Cllr. Noon reported having attended the recent BLAP meeting and ran through some of the items.
  - One point of interest was the population census where Char Valley population since 2011 has reduced by 5 people.
- b) **DAPTC**
  - Cllr. Noon asked if any members were free to attend the next meeting on 24<sup>th</sup> November.
    - I. Clerks Conference update - the clerk had circulated a paper with clerk's notes summarising the conference and ran through the day.
    - II. AGM update – Cllr. Noon attended and updated council on the meeting.

**5062: Flooding:**

- a) **Warden** - Cllr. Noon updated council that the clerk has sent out and displayed an advert for new wardens without any response.
- b) **Sandbag Store** - Cllr. Busby updated council that she was struggling to make contact with the 3 village halls. Cllr. Johnson offered to approach the Whitchurch Village Hall committee once CVPC can confirm how they would like to store the bags and space required, it was suggested to look at purchasing an outside garden box. **Cllr. Busby to look at sand bag storage options for the next meeting.**
- c) **Verriotts Lane**
  - Cllr. Mahaddie updated council that this area had been affected by flooding. CVPC had recently organised Dorset Council to clear the drains. Cllr. Stanbury confirmed he had investigated himself, on that morning when there was heavy rainfall and there was a blocked drain half way up the hill but other than that all clear and no flooding. As Dorset Council had recently unblocked the offending drains at the bottom of the hill, council feel it will be a case of keeping the surface clear of debris to minimise any future flooding.
  - Following some discussion about what can be done to prevent/resolve drain blockages Cllr. Hansford confirmed that Dorset council will clear any blocked drains so CVPC just need to help identify and report them as they occur.

**5063: Communications Working Party:**

- a) **Display of minutes** - Cllr. Noon proposed CVPC stop displaying the minutes on notice boards as they take up a lot of space (some boards are locked and have to be spread out) and also for environmental factors of printing so many sheets every month when they are displayed on the website. After some discussion it was decided to put a note in the Char Chat and a notice on the boards to request anyone who would be opposed to this idea to make contact.  
**Cllr. Noon to put an article in the Char Chat.**  
**The clerk to create a notice for the boards.**
- b) **Web site monitoring** - Cllr. Noon requested that CVPC members have a look at the CVPC website at least once a month to check the content etc.  
**Cllrs. to look at the CVPC website to check/make suggestions for content.**
- c) **Parish on-line** – discuss another time with proposals.
- d) **Digital communications** - Cllr. Noon proposed CVPC ask for residents to help/create a working party to look after digital communications i.e. Facebook/WhatsApp etc.  
**Cllr. Noon to put an article in the Char Chat for resident volunteers to help/create a working party to look after digital communications for the parish.**
- e) **Char Valley pamphlet** – it was proposed to create a pamphlet about the Char Valley. Councillors felt it may be a lot of work and the information could be on the CVPC website. With no volunteers it was decided to come back to the motion another time.

**5064: Farming Interests Working Party:**

- Text had been created to be circulated to councillors. The clerk hadn't received it so it would follow the meeting.

**5065: Local Amenities Working Party:**

- A report had been circulated to councillors.
- S Lee quote for various items (QU0457)

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

**Cllr. Creed-Castle to circulate the quote for staining the playground equipment for agreement in the January meeting.**

**Cllr. Creed-Castle to gain a comparison quote.**

**a) CIL - Council agreed to complete the purchase of**

- ✓ defibrillator as per the previous quote (£1241 and £185 fitting)

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

- ✓ bench to be made by Mr. Burleigh (£250) and install (up to £118)

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

- Council agreed to complete the purchase of a picnic bench for Wootton Fitzpaine but are undecided plastic or wood.

**Cllr. Creed-Castle to put forward the costings and pros/cons for both options.**

**Cllr. Hansford to consult Wootton residents for preference of wood or plastic for the January meeting.**

- **Cllr. Johnson to request the playgroup put together a proposal with costings up to £2500 for the playground.**

**b) Jubilee Trees - Covered in LAWP report.**

**c) Noticeboards - Covered in LAWP report.**

**d) Wootton Fitzpaine Playing Field – Cllr. Joyce will now be able to update council at the next meeting.**

**Clerk to put on the January agenda**

**5066: Climate and Ecological Emergency Working Party/River Char Community Project (RCCP):**

- Cllr. Joyce mentioned an issue regarding the energy efficiency within old and listed buildings and proposed we write to Dorset Council.

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

**Cllr. Joyce to compose a letter/email to send to Dorset Council.**

**a) River Char Project – latest event was Saturday 19<sup>th</sup> November.**

**b) Public meeting – it was proposed to organise a public meeting in February 2023 to discuss issues e.g. the impact of climate change, changing economic conditions, tourism, landscape, the local environment etc.**

**Cllrs. to put forward any subjects for discussion to Cllr. Carey.**

**c) Thermal Imaging Camera – an email had been circulated with the latest update.**

**5067: Planning Working Party:**

- a) Affordable Housing - Cllr. Mahaddie updated council that Dorset Council had finally replied just to say that the person in charge of the housing enabling team had been on holiday and very busy and will get back to us.**

**5068: Staffing Committee:**

- a) NJC Pay Award – the committee's recommendation is for the clerk to do the necessary calculations for the pay award backdated to April 2022.**

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

**5069: Transport Working Party:**

- a) A35 update - Cllr. Noon updated council that he is communication with Highways and Chris Loder.**
- b) Footpaths – It was decided to move this item into Local Amenities and Cllr. Mahaddie offered to organise the proposed meet with all footpath officers.**
- c) WATAG – Cllr. Noon asked for volunteers to attend the next meeting on 24<sup>th</sup> November.**

**5070: Other issues that have been circulated for discussion:**

- a) Planning application response process – it has been confirmed by DAPTC that if an application expires between meetings and an extension is not granted then if not highly contentious members can consult and come to a decision via email.**

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

**5071: Public and other matters - To consider any matters that Cllrs. wish to raise that has not already been circulated. [no resolutions can be made]**

- a) Matthew Rose had contacted CVPC enquiring on ownership of the salt well.  
**Cllr. Joyce to visit Mr. Rose and find out his knowledge and information on his deeds.****
- b) Mrs. Hillier had contacted CVPC with a concern regarding an open drain opposite Albreanda in Lower Street, Whitchurch Canonicorum.  
This is a Dorset Council issue.**

**5077: Councillor training:**

**Clerk to send any available training to Cllr. Cook.**

**5078: Date of next meeting:** 9th January - Whitchurch Canonorum Village Hall  
Meeting dates tbc

9<sup>th</sup> January - Whitchurch Canonorum Village Hall  
13<sup>th</sup> February - James Hargreaves Community Hall  
13<sup>th</sup> March - Wootton Fitzpaine Village Hall  
27<sup>th</sup> March - APM Whitchurch Canonorum North – Whitchurch Village Hall  
4<sup>th</sup> April - APM Whitchurch Canonorum South & Stanton St Gabriel - James Hargreaves Community Hall  
28<sup>th</sup> March - APM Wootton Fitzpaine – Wootton Fitzpaine Village Hall  
17<sup>th</sup> April - Whitchurch Canonorum Village Hall  
15<sup>th</sup> May - AGM - Wootton Fitzpaine Village Hall  
5<sup>th</sup> June - Finance - James Hargreaves Community Hall  
12<sup>th</sup> June - Whitchurch Canonorum Village Hall  
10<sup>th</sup> July - Wootton Fitzpaine Village Hall  
11<sup>th</sup> September - James Hargreaves Community Hall  
9<sup>th</sup> October - Whitchurch Canonorum Village Hall  
13<sup>th</sup> November - Finance - Wootton Fitzpaine Village Hall  
27<sup>th</sup> November - James Hargreaves Community Hall

**5079: Meeting closed:** 22.26.