

# SHIPTON GORGE PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 10 July 2019

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**Open Forum** There were no parishioners present.

**19.49 Present.** - Cllr Mary Boughton (MB) - Chairman, Cllr Hilary Cunningham (HC), Vice Chairman, Cllr Christine Huxtable (CH), Cllr Diane James (DJ), Cllr Andrew Fry (AF)

**In attendance** - Parish Clerk, Paula Biss (PB), Cllr Mark Roberts (MR) Dorset Councillor

MB introduced and welcomed Councillor Mark Roberts, Dorset Councillor, to his first meeting with Shipton Gorge Parish Council. Mark gave a short résumé: He moved to Dorset in 1984 and whilst not living in the immediate area – he lives in Salway Ash – he represents Chesil Ward, and works and is on various committees in the area. He has been a Councillor for 16 years for both WDDC and DCC.

He is a member of various Dorset Committees

Dorset Council - Harbours Committee

Dorset Council - Pension Fund Committee

Dorset Council - People Scrutiny Committee

and various Outside Bodies

Bridport Community Fund Panel

Dorset and East Devon Fisheries Local Action Group

Dorset Coast Forum

Dorset Farms Liaison Panel

Jurassic Coast Trust

Local Government Association Coastal Special Interest Group

Southern Inshore Fisheries and Conservation Authority (Southern IFCA)

Standing Conference on Problems Associated with the Coastline (Reserve)

Wessex Regional Flood and Coastal Committee

MB thanked Mark and asked if there were any questions. HC expressed concerns about the rural bus services. MR was in complete agreement that the way the cut of services had been introduced had not been handled well and that he will try and support whatever is possible. Free bus passes being used had contributed to the problems and he assured the Council that all areas had similar problems. Transport is now under Matthew Piles (PLACE – transport), Service Director Environment, Infrastructure, and Economy. Tel 01305 22336.

**MR asked that paperwork for meetings be sent to him via Email.**

**19.50 Apologies for Absence** –Cllr David Bass, Cllr Heidi Briscoe

**19.51 Declarations of Interest.** There were none

**19.52 Chairman to sign as correct record the minutes** of meeting held on 8<sup>th</sup> May 2019. Unanimously agreed and signed by the Chairman. Pro HC, Sec CH. It was suggested and agreed that a copy of the minutes should be put on the Council Notice Board in the Village Hall, for those unable to access the Website. There was no room in the various noticeboards around the Village.

SIGNED.....CHAIR)

DATED.....

**19.53 To consider any matters arising from the Minutes not covered by this agenda.** There were none.

**19.54 Chairman's Report – July 2019. This had been on the Website**

*You will no doubt all have heard that in mid-June one of the seats in the Playing Field was damaged beyond repair, whether this was accidental or a result of vandalism we do not know, but the seat has been removed pending replacement, which is an agenda item for our meeting. I have asked in the August Bride Valley News for anyone who has any information on how this damage occurred to get in touch with us.*

*In June a meeting was held between four parish councils in the Bride Valley and Dorset Council regarding the proposal to use a double decker bus on the school bus route through the Bride Valley, including Shipton Gorge. This was also attended by Mark Roberts, our Dorset Council councillor. A full update on the meeting will be given at the meeting.*

*Our RFO, Christine Huxtable, has finalised our accounts for the end of year 2018/9 and notices for the public to be able to view the accounts are on the notice boards for the statutory period required. My thanks to Brian Medland, our internal auditor, who completed the end of year audit and the necessary forms in good time. Christine will be reporting on the end of year audit during the meeting.*

*No one has yet come forward to fill our vacancy, so if you know of anybody who might be interested in joining the council please let Paula know. **It was agreed a notice should be put in the Noticeboards (Clerk)***

**19.55 Clerk's Report - July 2019. This had been on the Website**

1. Various updates completed on website.
2. Wally Axford reminded of date of next meeting.
3. Co-option policy to be approved/adopted at the September meeting.
4. Reminder to all about Reports from responsible Councillors to be received a week before the next meeting please to enable inclusion on the Website and to let me know if there is no report.
5. Training. There have been no requests for training to date.
6. Highways Share Point. Still unable to resolve problem with using this information point. Highways have offered to send us documents when they let everyone know there are new ones. I have forwarded to Heidi.
7. Have responded to Hugh King re updates on Church page of Website.
8. All Acceptance of Office and Declarations of Interest now lodged with Council and Declarations of Interest posted on our website
9. I have some leaflets on Trees, hedges, shrubs etc – Carriageway clearance if anyone would like one. Maybe useful to put on Noticeboards/in hall on noticeboard?
10. Accounts page updated on the website.
11. 2018 Good Councillors Guide sent electronically to new Councillors
12. Planning Portal comments received from Will Austin, Bridport Town Council. MR commented that there were many concerns reported concerning the new portal. Problems included trying to incorporate all new areas in Dorset.

**Notes:**

**Requests for items on next Agenda:**

- Slow Down signs – Port Lane. DB
- Code of Conduct, Info vacancies following Election and Co-option Policy
- Village Green Notices

SIGNED.....CHAIR)

DATED.....

## 19.56 Finance Report – (CH)

Financial Report 10th July 2019

The 2018/19 Annual Return has been published on the website after approval by the Parish Council at the May meeting. The notice of Public Rights has been put on the village notice boards.

The following cheques to be approved and minuted.

915	26/05/2019	Came & Co	530.72	Insurance Renewal
916	29/05/2019	Derek Smith	150.00	2 cuts mowing May
917	29/05/2019	ROSPA	99.00	Playing Field Inspection
918	29/05/2019	P Biss	41.45	May expenses
919	17/06/2019	Vision ICT	223.20	Website hosting
920	25/06/2019	Derek Smith	150.00	2 cuts mowing June

Approval of the cheques listed were proposed by HC seconded by DJ and unanimously agreed.

Accounts to 25/6/19 – **Please see website**

It was confirmed after a query by MR that Section 106 monies had all been received.

**19.57 Planning Applications. (HC)** A meeting had been held re Sunnybank. Owner present. Council did not support application and we had letter from Planning to say that it was refused for the second time. It was understood the owner knew this would happen and intends to appeal. Generally HC felt there would probably be a problem holding future planning meetings as some councillors could only make mid-evenings and some could/couldn't make day time. It was agreed to deal with timing of meetings for planning applications on a case by case basis as it is impossible to have a set time for all planning meetings. Three members would be quorate although it can be difficult when more than one member has an interest. It was agreed to review the Terms of Reference re applicant being allowed to speak at council planning meeting and it was felt this should be limited to 5 minutes and only allowed once.

## 19.58 Village Green Notices - DB

Next Agenda as DB absent. See 19.55. Issue being Lease says "no notice boards".

## 19.59 Double Decker Bus Route

MB felt that despite the concerns the introduction of the double decker bus for the school route C2 was likely to happen anyway as if not the council would be liable to pay the bus company a £32000.00 fee. It was again reiterated how badly the situation had been handled and the new Dorset Council had accepted this and would learn from this experience. The new services start in September, sight of Risk Assessment has been requested, safety issue raised with children on board, parishioners should have been consulted. MR agreed with these comments and confirmed the new Service Manager for Dorset Travel – Sue McGowan had been appointed to help take the matter forward. He had received an email stating that there were 57 children due to use bus and a single decker only takes 41. Protocol must be improved.

Agreed not to have this item on Agenda again as MB/MR would update as necessary.

SIGNED.....CHAIR)

DATED.....

**19.60 Review and update of Asset Register.** Work in progress to add replacement costs as well as purchase prices. This should be reviewed every 2-3 years. MB confirmed Came & Co replace new for old under our policy

**19.61 Playing Field Bench** – In late May one of benches in the Playing Field had been damaged/vandalised and needed replacing. The damaged bench had been removed. The plaque, showing it had been given to the village on 2009 when Shipton won the Best Kept Village competition, had been removed. Came & Co had confirmed that there was an excess of £250 to pay for an insurance claim for replacement. MB has researched suitable benches for the council's discussion as below:

#### **REPLACEMENT BENCH OPTIONS**

Bench length 5 feet. Plaque already removed – 50mm x 150mm (2"x 6")

Insurers, Came & Co. confirmed replacement on a like for like basis. Original cost unknown as it was given when the village won the Best Kept Village Competition in 2009. Our cover for benches is £1,000, so decision to be made on suitable replacement. We do not need a claim form, and the clerk should email Came & Co. explaining the damage that occurred and when (weekend of 25/26<sup>th</sup> May) and attach an estimate for the replacement.

#### **Possible options available -**

##### **GROVES NURSERY**

Alexander Rose benches, all hardwood of varying types. All have the slats running sideways, so not as strong as front to back. They are designed for garden use not for parks and play areas. They don't come with fixings so need to purchase, around £45 as those for the wooden on-line ones are. There is no frame size shown on Alexander Rose website but seem to be 5cm x 5cm.

##### **Suitable example - watermark Alexander Rose St George 5ft bench**

Dimensions: (L)150 x (D)62 x (H)91cm

**Wood:** Cornis, a sustainable hardwood

**Frame size:** not stated

**Weight:** approx. 30kg

**Seat slats** – side to side

**Fixings not included but anticipate £45**

£299 + £15 to be delivered ready assembled + fixings £45 estimated = £359 (inc VAT £59.83)

**COST EXC VAT = £299.17**

**More substantial benches designed for parks and play areas are available on-line -**

##### **WOODEN BENCHES - Wealden Benches [www.wealdenbenches.co.uk](http://www.wealdenbenches.co.uk)**

- come with a free engraved plaque 2" x 5" if we want to replace the old one free
- All are teak and require minimal maintenance
- 10-year guarantee
- All come ready assembled in 4 days
- All are high back – Two are 90cm high and two are 120cm high
- Two have front to back seat slats, two have side to side ones

##### **Maytham 5ft bench**

Dimensions: (L)150 x (D)65 x (H)90cm

**Frame size:** Extra Heavy 8 x 8cm

**Weight:** 40kg

**Seat slats** – front to back

£450 + £34.95 delivery + £45 soft ground fixings = £529.95 (inc VAT of £88.32)

**COST EXC VAT = £441.63**

##### **Scotney 5ft bench**

Dimensions: (L)150 x (D)65 x (H)120cm

**Frame size:** Heavy 6 x 6cm

**Weight:** 35.00kg

**Seat slats** – front to back

£395 + £34.95 delivery + £45 soft ground fixings = £474.95 (inc VAT of £79.16)

**COST EXC VAT = £395.79**

SIGNED.....CHAIR)

DATED.....

**Sandhurst 5ft bench**

Dimensions: (L)150cm x (D)65cm x (H)90cm

Frame size: Heavy 6 x 6cm

Weight: 30.00kg

Seat slats – side to side

£350 + £34.95 delivery + £45 soft ground fixings = £429.95 (inc VAT of £71.66)

**COST EXC VAT = £358.29**

**RECONSTITUTED PLASTIC BENCHES - TSP [www.tdp.co.uk](http://www.tdp.co.uk)**

- All made of reconstituted and recycled plastic
- No plaque included
- No maintenance
- No guarantee, just quotes “long life”
- All come ready assembled but no indication of how long for delivery
- Seat height on both is 46cm
- Colour brown or black – others available but expensive

**Dale 5ft bench**

Dimensions: (L)150 x (D)61cm x (H)93cm

Weight: not specified

Seat slats – side to side

**Traditional bench**

£379.20 + £21.60 delivery + £70.20 soft ground fixings = £471 (inc VAT of £78.50)

**COST EXC VAT = £392.50**

It was felt that under a “like for like” policy we should replace with a wooden bench and it was unanimously agreed to purchase the Maytham Bench, being the most substantial. The clerk to do insurance claim for this. Pro HC, Sec CH



Maytham Bench

**19.62 Future Dates for Parish Council Meetings** – During the July meeting HB had to return home as there were problems. It was discussed and agreed that the Council would pay for a babysitter for HB as appropriate as Wednesday evenings were difficult for her and it was not felt the meeting evening could be changed. This was due to availability of the hall and councillors’ other commitments. It was however, agreed to check Tuesday availability for each month to allow for planning meetings and flexibility for extra meetings when required, although this wouldn’t suit MR as another parish have their council meetings then. Agreed - Pro DJ, Sec HC

**19.63 The receive the following reports:**

**Website (DB)** – Nothing to report

**Playing Field (JP)** – Nothing to report, other than bench issue already discussed. Agreed to meet DJ after this meeting to explain the way the weekly checks should be carried out.

***(Following the meeting, when checking the PF, it was noted that the support on one of the picnic seats was rotten. This has been removed and has been repaired, hopefully it will be refitted in the next few days.)***

**Resilience (DJ)** - Nothing to report

SIGNED.....CHAIR)

DATED.....

**Highways (HB)** - Nothing to report. CH confirmed fingerposts were nearly finished. AF reported that, although not in our parish, he had heard that the road at Gribb Farm just before Loders bridge, is to be relocated due to subsidence.

**Planning (HC)** – Further to 19.57 HC noted that a 10year Parish Appraisal was due, previous ones having been completed in 1979, 89, 99 and 09. It was discussed and unanimously agreed that an Appraisal should be completed for 2019. It would not be easy to compare but all felt it was of historic interest to complete an Appraisal and a way to base future planning. It was agreed that this should involve three parishioners and as many councillors as were interested. HC and CH to form a committee. An extra meeting to be organised and HC to circulate possible dates to councillors. MB thanked HC for her reminder.

**Rights of Way/Foothpaths (WA)** - Nothing significant to report. One small issue regarding wire fence across top of Bonhole lane. This has been/will be sorted by the landowner.

**Defibrillator (HC)** – Weekly and monthly inspections completed. Monthly checks are confirmed with the Clerk. Pads are due to be renewed in September 2019. Clerk to order pads from South West Ambulance Trust.

Meeting ended 9.10pm

**To confirm date for the next SGPC Meeting – 11 September 2019**

SIGNED.....CHAIR)

DATED.....