

MINUTES OF BISHOPS CAUNDLE PARISH COUNCIL MEETING

HELD ON TUESDAY, MARCH 18th, 2025, AT 7.30 P.M.

1. **Apologies:** None

Attendees: Cllrs. Richards (Chair), Blair (Vice Chair), Adlem, Shaw and Wookley. J. Walsh-Quantick (Clerk).

Members of Public: Two present.

2. **Previous Meeting Minute Approval**

Minutes of the meeting held on Tuesday 21st January 2025 were unanimously agreed. Proposed Cllr. Shaw, Seconded Cllr. Blair.

3. **Matters Arising:**

a. **Councillor Vacancy**

Currently one vacancy for a councillor remains and is open for co-option.

Cllr. Phillips has given his resignation as councillor, thanks was given from the Chair and council. Mr. Phillips has offered to continue with support with footpaths as a member of the public alongside his involvement with other projects within the village.

Action: Clerk

b. **Grass Cutting.**

Quotes received were reviewed and discussed. Only one quote included costs to cut the grass in the playing field.

It was unanimously agreed that grass cutting in the new cemetery and Church Green should continue to be completed by M. Moore, his service has been exemplary over his time doing this.

As the volunteer support for grass cutting in the playing field has now stopped, a discussion was held around this. Costs for the playing field have not been budgeted for except for the previous £500 donation given to Mr. Goodfellow. The quote provided is prohibitive unless reserves monies are utilised and would significantly impact on these. The option of hire or purchase of a ride on mower were discussed and quotes are to be obtained prior to the next meeting, alongside the £500 budgeted, there is sufficient Cll monies to be able to make this purchase. There may be the option of applying for grant funding for a storage building or shipping container.

Action: ALL

For the short term Chris Adlem with support with strimming of the entrances and around the play equipment.

c. **Speeding Update, Community Speedwatch Team, SID**

Cllr. Shaw provided an update at the meeting.

- One car was recorded at 53 MPH and a further car was caught above the speed limit at the most recent community monitoring.
- The SID battery is not charging fully and although every time checked by the SID team is working, the DCC team are finding it to be faulty. Cllr. Shaw will provide details of the battery needed for the Clerk to order a replacement (The PC have agreed in the past to cover costs for SID maintenance).
- Speedwatch week is scheduled in the next few weeks.

Action: Cllr. Shaw, Clerk

d. **Footpaths – maintenance**

Mr. Phillips has offered to continue to support with footpath maintenance and liaison with the Footpaths officer at Dorset Council.

e. Dog Waste and Other Bins

Dorset Waste Partnership have confirmed that dog waste bins are not and will not be emptied by their team. Currently the Clerk has been emptying bins and disposing of this in personal waste. DWP have confirmed that dog waste may be deposited in normal waste bins for removal by them. After discussion it was agreed that dog waste bins in the playing field should be removed and signage added to the main bins. Mr. Mitchell will be contacted to ask about his continued support for the dog waste bin in Brown Lane.

Action: Clerk

Dorset Waste Partnership will deliver a new black wheelie bin to the pavilion.

Church Green end of the village has no waste bin, the Parish Council has one spare (planned longer term for the play area). To review if siting of a bin near Church Green is appropriate.

Action: Clerk

f. Church Green Update.

Cllr. Wooksey has sent a copy of a letter and met with residents of a number of properties in Church Green regarding over hanging items at the ditch to the rear of the properties. A letter has been received by Cllr. Richards confirming that one property involved has actioned removal. Feedback from this has been positive and further questions have been asked about next steps.

Cllr. Wooksey advised that following works in his property the plans available for pipework are not accurate e.g. a 9" pipe leading to a 4" pipe. Cllr. Wooksey has replaced the 4" pipework with 9" to the pavement but discussed that DCC will need to make this a 9" pipe throughout. Photographs have been sent to DCC.

Action: Cllr. Wooksey

Cllr. Legg reminded councillors of the Dorset Explorer website but noted that some of the specifics for the site have been removed as it wasn't possible to guarantee 100% accuracy around the information.

g. Emergency Plan Update

The Clerk and Cllr. Wooksey will be working on the revision of the emergency plan. Cllr. Wooksey is currently reviewing this. Holding a specific list of vulnerable people which is used by multiple persons will not comply with GDPR and it was discussed that an alternative way of getting this information to locals would need to be established. Costings for articles in the BVM and WHM are to be requested.

Action: Clerk

The clerk has circulated via facebook contact numbers for key services for vulnerable people as an interim measure.

h. Email and gov.uk Changes

Hugofox has been given all the appropriate paperwork to action the changes for the website and email addresses which they send off for approval prior to actioning a change. This can take a couple of months before agreement.

i. Bank Signatories and Mandate

Bank signatories - the clerk has finally received a response from the bank who have conformed that one signature was not submitted and that this has stopped the new mandate, they also confirmed that this was the case with previous mandates. The signatory has been contacted to request this is done. Given that Mr. Phillips has now resigned a further councillor signatory will be needed.

j. Mobile Connectivity and Atlas Meetings.
Cllr. Richards has been approached by the chair of Holwell Parish Council and will arrange to meet to discuss this further.

k. Village Plan / Neighbourhood Plan.
Cllr. Shaw has recently attended training on Future Planning. A brief overview of the training was given including confirmation the Government has planned for 3500 houses per year to be built for the next 5 years in Dorset. DCC has been tasked to find suitable building locations for these. Due to the size of Bishops Caundle and its lack of infrastructure it is thought unlikely to be a site for significant development.
It was confirmed that Local Plans had remained as separate documents when the Dorset authority unified and work is ongoing to combine these documents.
The Neighbourhood plan is not for further action but can be revisited at a later time.

4. Village Updates • Play Area

Some new graffiti has been found on the play area sign which has been removed by Christi Adlem, thanks was given for his help with this.

• Playing Field / Pavilion.

Cllr. Richards has spoken with Mr. Fellows who has confirmed that he is looking for the building to be used as a darts league venue and asked for up to 2am opening on Friday and Saturdays (advised no to this). It was discussed that part of the management team for the pavilion would be from the Parish Council and that a business plan is needed. Further information is needed from Mr. Fellows before discussions can be held over next steps, it was unanimous that the club in its proposed format as solely a darts venue would not be feasible.

Action: Cllr. Richards

Cllr. Wookekey suggested that a 12 month initial lease could be implemented to ascertain the impact that use of the pavilion would have to local residents. Cllr. Shaw discussed that the pavilion needs to be a community venue and that a darts club would not meet this requirement. A suggestion was made for a letter drop to all residents with a emphasis on the need for volunteers for any clubs, support with maintenance and grass cutting, this is to be considered further after more information has been received from Mr. Fellows.

• Other community facilities

Cllr. Richards advised that there is lead damage to the roof of the Church bell tower, costs are yet to be ascertained for this. Cllr. Richards also highlighted the need for more volunteers at the shop to prevent the need to reduce opening hours.

None when agenda raised.

6. Policy Reviews

The new Practitioners Guide 2025 has highlighted a number of policies needed that aren't currently in place as previously not needed for BCPC. The clerk will compile a comprehensive list and action these over the next few months.

Action: Clerk

Action: Clerk

The following documents have been reviewed and are still current:

Code of conduct
Model Standing Orders
Subject Access Request Policy
GDPR Security Compliance Checklist
Records Retention Policy
Data Protection Policy

Finance – to carry over to the next meeting as there is a new version available which will need adaptation before being brought to the council meeting.

7. Risk Assessment Review

To carry over to the next meeting due to changes that will be needed once the financial regulations have been reviewed.

8. Training

Cllr. Shaw has completed Future Planning training.
Cllr. Adlem is completing play area checks, clerk to clarify if formal training is needed for this an action as appropriate.

Action: Clerk

9. Finance – At 18/03/2025

Balances:		
Natwest Current Account		£3,223.61
Natwest Grants Account		£2,991.16
Natwest Savings Account		£14,238.67
Total		£20,453.44

Balances:

Income:	Date	Amount
Current Account		
Grants Account		
Savings Account		
Interest January	31/01/2025	£ 16.02
Interest February	28/02/2025	£ 13.64

pg. 604

	Comments	
M Moore Grass Cutting March	-	£100.00
M Moore Grass Cutting April	-	£100.00
Clerk Salary / HMRC / Expenses March	Approx	£470.00
Clerk Salary / HMRC / Expenses April	Approx	£470.00

Payments Requiring Authorisation

Current Account		
Dorset Waste Partnership	£	24.27
M Moore Grass Cutting January	£	100.00
Clerk HWA January	£	26.00
Clerk Salary January	£	447.34
M P Bennett and Sons Hedge Cutting	£	300.00
HMRC January	£	15.20
Hugo Fox Internet January	£	11.99
WHM Donation	£	50.00
Clerk HWA February	£	26.00
Clerk Salary February	£	447.34
M Moore Grass Cutting February	£	100.00
Hall Rent Extra February	£	18.00
HMRC February	£	15.20
Stationary	£	14.00
Hall Rent Extra March	£	18.00
Hugo Fox Internet February	£	11.99
Microsoft Annual Subscription	£	84.99
ICO	£	47.00
Training Mileage	£	9.00
Hall Rent Match	£	18.00
Playing Field Rent SCE	£	33.00
Training JS	£	75.00
Savings Account		
Grants Account		

Other Payments Since Previous Meeting

Cheques Signed and Approved by Chair Since Previous Meeting

20/05/2025
M.A.B.

September 16th

July 15th

2025:

Future Planned Meeting Dates: All 7.30pm Village Hall unless otherwise stated.

(Meeting)

Tuesday May 20th, 2025, (from 7pm Annual Parish Meeting followed by Annual Parish Council

Date of Next Meeting

9:30pm

13. Time of Closure

A resident from Church Green attended to ask for some clarification around when the ditch will be cleared and what the next steps after this will be, he specifically asked questions around the grid and blocking from leaves. Cllr. Wookkey confirmed that he is in contact with DCC and will update once he has appropriate information.
The resident also asked that the sandbag store is removed from the end of Church Green as he has taken what is needed, alternative sites are not currently identified.

Action: Clerk

5. Martin raised concerns that cemetery plots are directly adjacent and that during a recent interment her parents grave had been stood on. She requested that her parents plot had kerbing and chipings installed. This was unanimously agreed, Miss Martin will need to submit a design prior to installation as per normal procedure. Clerk to amend the cemetery rules to include kerbstones as this has also been requested by the adjacent grave plot.

Action: Clerk

12. Members of the Public Questions

- Community action meetings as per email Cllr. Legg received 21/01/25.
- New financial regulations.
- Benches – installation in the cemetery.
- Revised date for the Lions Club Half Marathon – July 13th.
- Cllr. Wookkey is being deployed abroad, to discuss further implications for councillor input.

11. Matters for Discussion Next Agenda / AOB.

None via post, emails as forwarded to councillors.

10. Routine correspondence.

N.b. Pension scheme for Clerk has not been joined as annual income is low.

Proposed By:

Seconded By:

Unknown start	date approx	£20/month	
Hugofox new gov.uk email monthly			
Hugofox March			£11.99
Hugofox April			£11.99
DAPTC Subs and Mailbox	Estimated		£250.00
To be			
discussed.			
Field Grass Cutting			

November 18th
2026:
January 20th
March 17th

2015/2025

M. J. R.