

## **MINUTES OF BISHOPS CAUNDLE PARISH COUNCIL MEETING**

**HELD ON TUESDAY, JANUARY 21st, 2025, AT 7.30 P.M.**

1. **Apologies:** Cllrs. Blair and Wookey

**Attendees:** Cllrs. Richards (Chair), Phillips and Shaw. J. Walsh-Quantick (Clerk). District Cllr. Legg.

**Members of Public:** K Adlem, R Paull.

2. **Previous Meeting Minute Approval**

Minutes of the meeting held on Tuesday 19<sup>th</sup> November 2024 were unanimously agreed. Proposed Cllr. Phillips, Seconded Cllr. Shaw.

3. **Matters Arising:**

- a. **Councillor Vacancy**

K. Adlem has offered to re-stand and was co-opted back to the council to fill Cllr. Jones' vacancy with a unanimous vote. The remaining vacancy will be advertised from 20/01/25.

- b. **Chairs Allowance**

An allowance has not previously been budgeted for and after discussion it was agreed unanimously that it would be appropriate for an allowance of £300 to be set aside for discretionary use by the chair, this is in keeping with other Parish Councils of a similar size.

- c. **Alan Jones**

Following the resignation of Alan, it has been agreed that a token of thanks would be appropriate given his length of service both to the Parish Council and other projects within the village. Discussion was held around an appropriate gift and it was unanimously agreed that 2 rugby tickets to an Exeter Chiefs game would be well received. Clerk to contact Alan Jones to identify suitable availability and discuss if he would like tickets. Action: **Clerk**

- d. **Speeding Update, Community Speedwatch Team, SID**

Cllr. Shaw provided an update at the meeting.

- Due to the weather the session 20/01 was cancelled. A discussion was held around the weather restrictions that the CSW team can operate in.
- A camera car was sited in the village 1 week prior to the meeting and again more recently at approximately 7.30am. The first car recorded 2 vehicles speeding.
- CSW equipment is calibrated annually by the CSW official team.

- e. **Footpaths – maintenance. Dog Waste and Other Bins**

Cllr. Phillips provided a document detailing current footpath state and maintenance requirements needed. Dorset Council are completing works on the path at Blind Lane. Cllr. Richards thanked Cllr. Phillips with his continued support on this.

Dorset waste partnership have been contacted to ask about the emptying of dog waste bins but not as yet replied. The clerk will recontact DWP and in the interim will empty the bins. Cllr. Phillips and his wife have been litter picking in the village and noted that there are dog waste bags in the hedges in some areas.

Action: **Clerk**

f. **Church Green Update.**

There has been no further flooding reported in the village following the recent poor weather. Cllr. Legg gave an overview to the newer councillors of the work over the past few years around the flooding in Church Green, it was also confirmed that Persimmons own the pipe from the drainage ditch under the pathway into the main Church Green drainage system. The letter from Andy Probetts was discussed and will be rewritten by Cllr. Wookey (he had offered to do this prior to the meeting if councillors were in agreement) to be delivered to the properties directly adjacent to the ditch. Action: **Cllr. Wookey**

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. Wookey will be working on the revision of the emergency plan. Cllr. Phillips raised that in the recent poor weather there was no list of vulnerable persons within the village so it wasn't possible to check on people who may need some help. Clerk to look into legality of holding this information to meet UK GDPR. Action: **Clerk**

h. **Email and gov.uk Changes**

The clerk updated the councillors on the changes needed for gov.uk mailboxes and websites and that DAPTC will be withdrawing their current provision. The cost implications were discussed and the clerk provided information that HugoFox (current website provider) were able to set up and manage this service for a monthly charge (amount is dependent on number of email addresses requested). Agreement was unanimous that we should initially set this up with HugoFox. Action: **Clerk**

i. **Bus Shelter Graffiti**

The bus shelter has been defaced with graffiti, Cllr. Phillips offered to raise this with the local PCSO Tim. Cllr. Adlam offered to support with the removal of this and will discuss this with Chris Adlem to ask for advice. Action: **Cllrs. Phillips and Adlam**

j. **Bank Signatories and Mandate**

The Mandate has still not been changed and Natwest have not responded despite chasing. Clerk to recontact and to look at alternate bank accounts. Action: **Clerk**

k. **Mobile Connectivity and Atlas Meetings.**

Cllr. Legg updated the councillors with information about Atlas who are providers of masts for mobile services. Atlas would like to liaise with smaller village groups who have poor mobile connectivity and will provide some dates for meetings with each village group.

4. **Village Updates**

• **Play Area**

No formal update. The safety inspection has not identified any areas of concern.

To continue carry over - Benches will not be able to be placed onto verges (other than if already in situ). Alternative sites will need to be located. To be discussed in next meeting.

• **Playing Field / Pavilion.**

The pavilion has been made safe and payment made as agreed in the previous meeting.

Due to the severity of deterioration of the building and concerns over safety for members of the public, works to make the building safe were deemed an emergency repair and as such authorised as per section 5.18 in the NALC Model Financial Regulations 2024 adopted by Bishops Caundle Parish Council on 21/05/2024. 'In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.'

A meeting is to be held in February to discuss the terms of a lease for the property with Mark Fellows. Action: **All**

- **Other community facilities**

No further update on adult fitness equipment.

Action: **Clerk**

**5. Planning Applications**

None when agenda raised.

**6. Precept Update**

Although there is still uncertainty over additional costs such as the gov.uk requirement and potential for grass cutting in the playing fields, it was agreed to keep the increase at 25% to bring the precept to a level to align with actual costs.

**7. Training**

No update.

**8. Finance**

**Balances:**

Natwest Current Account		£5,089.56
Natwest Grants Account		£2,991.16
Natwest Savings Account		£14,209.01
Total		£22,289.73

**Income:**

	Date	Amount
<b><u>Current Account</u></b>		
<b><u>Grants Account</u></b>		
<b><u>Savings Account</u></b>		
Country Memorials	19/11/2024	£78.75
Interest November	29/11/2024	£17.01
Interest December	31/12/2024	£16.80

**Cheques Signed and Approved by Chair Since Previous Meeting**

None		
------	--	--

<b>Other Payments Since Previous Meeting</b>		
<b><u>Current Account</u></b>		
M Moore Grass Cutting Nov/Dec	27/11/2024	£200.00
Clerk HWA November	28/11/2024	£26.00
Clerk Salary November	28/11/2024	£447.34
HMRC November	28/11/2024	£15.20
Hugo Fox November	10/12/2024	£11.99
DAPTC Training	23/12/2024	£30.00
DAPTC Election Costs	27/12/2024	£50.00
Clerk HWA December	02/01/2025	£26.00
Clerk Salary December	02/01/2025	£447.34
HMRC December	02/01/2025	£15.20
Hugo Fox December	10/01/2025	£11.99
Hall rent May, July, Nov, Jan	17/01/2025	£72.00
Via Clerk AVG Repayment	17/01/2025	£79.99
DWP	20/01/2025	£24.27
<b><u>Savings Account</u></b>		
M Fellows Pavilion - ringfenced CIL monies	25/11/2024	£2,009.67
<b><u>Grants Account</u></b>		

**Payments Requiring Authorisation**

	<b><u>Comments</u></b>	
M Moore Grass Cutting January	-	£100.00
M Moore Grass Cutting February	-	£100.00
Clerk Salary / HMRC / Expenses January	Approx	£470.00
Clerk Salary / HMRC / Expenses February	Approx	£470.00
Village Hall Rent January		£18.00
Hugofox January		£11.99
Hugofox February		£11.99
Hedge Cutting (previously approved)	Approx	£380.00
Microsoft	Estimated	£59.99
ICO	Estimated	£35.00
Digby Estate	Estimated	£33.00
WHM Donation		£50.00

Proposed: Cllr. Shaw  
 Seconded: Cllr. Phillips

**9. Routine correspondence.**

None via post, emails as forwarded to councillors.

**10. Matters for Discussion Next Agenda / AOB.**

a). Community action meetings as per email Cllr. Legg received 21/01/25.

**11. Members of the Public Questions**

Mr. Paull attended the meeting and raised concerns over how the opening of the pavilion as a sports club would be in direct competition with the pub and that public monies have been used inappropriately for repairs of the building. He explained that the football club used to be very popular within the village and he had been involved in the early stages with Dennis Fairclough and Mike Carter. He clarified that the current pub lease is for a further 20 months.

Cllr. Richards clarified that the Parish Council would like the playing field to be used to best effect especially for the young within the village and the longer term goal of re-introducing football teams if there was any interest. It was explained that money used for initial repairs were due to the building being in a state of unsafe disrepair and that it was money ringfenced from the CIL budget used to cover sufficient work to make the emergency repairs needed to make the building safe. Any further work completed has been at personal expense and without approval from the Parish Council. Previous quotes for removal of the building were prohibitively expensive for the Parish Council to fund and Mark Fellows had offered to do the initial emergency repairs.

It was also discussed that there is no current agreement in place for anyone to be able to use the building. A lease agreement needs to be written and this will have clear guidance on what the pavilion may be used for. Mark Fellows has expressed interest in taking a lease but there will need to be a business plan generated and that any activities will not be in direct competition with those already available in the village.

Grass cutting of the playing field was part of the previous leaseholders responsibility, it is likely that the parish council will need to fund this going forwards (not currently budgeted for). Quotes will be needed to cover this.

Action: **Clerk**

**12. Time of Closure**

9:33pm

**Date of Next Meeting**

Tuesday March 18<sup>th</sup>, 2025, 7.30pm

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

**2025:**

May 20<sup>th</sup> (from 7pm Annual Parish Meeting followed by Annual Parish Council Meeting

July 15<sup>th</sup>

September 16<sup>th</sup>

November 18<sup>th</sup>

**2026:**

January 20<sup>th</sup>

March 17<sup>th</sup>