

CHIDEOCK PARISH COUNCIL

Clerk to the Council:

Sal Robinson
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Dear Councillor

I hereby give notice of the Extraordinary Chideock Parish Council meeting to be held at Chideock Village Hall on **Monday 31 August 2020 at 10 am**, to which you are summoned to attend to deal with the business as shown on the agenda below.

SOCIAL DISTANCING AND THE WEARING OF FACE COVERINGS ARE REQUIRED.

Sal



Sal Robinson, Clerk to the Council, 25 August 2020

- 1 1. **Apologies.** To receive and, if applicable, resolve to accept apologies for absence.
- 1 2. **Grants of Dispensations.**
To resolve to grant pre-requested dispensation from a Defined Pecuniary Interest arising from an Agenda item.
- 1 3. **Declarations of Defined Pecuniary Interests.**
Councillors are reminded of the requirement under the 2012 Code of Conduct to declare any defined pecuniary interest as given in Appendix A of the Code which relate to items on this agenda, either now or as soon as they become aware of the interest. Please declare the item, nature of the interest and the action to be taken.
4. **Finances.**
 - a) **RESOLVE** to make the following payments: -

i. Clerk's Salary and Expenses for August	£250.64
ii. Mr Ian Wigglesworth for Internal Audit	£60.00
iii. St Giles PCC for 3 Year Clock Service Contract	£640.80
 - b) **RESOLVE** to pay any invoices received after the agenda was circulated.
 - c) **2019-2020 Year End Accounts & Budget Monitoring. Available on www.chideockpc.org.uk – Finance / Internal Audit Documents 2019 – 2020 Part 2.**
RESOLVE to accept the Year-End Accounts and Budget Monitoring Report.
 - d) **Internal Audit & Annual Governance and Accountability Return. Attached.**
RESOLVE to sign the declaration of exemption from external audit, given that both income and expenditure for 2019 – 2020 are less than £25,000.
RESOLVE to accept the Internal Auditor's Report.
RESOLVE that Ian Wigglesworth continues as Internal Auditor for the Financial Year 2020-2021.
RESOLVE to accept and sign page 5 of the Annual Governance and Accountability Return 2019-2020, - this must be approved by the Council and signed by the Chair and Clerk
RESOLVE to accept and sign the Annual Governance and Accountability Return 2019-2020, page 6 - this must be approved by the Council and signed by the Chair

5. Formal Retrospective Resolution of Matters Approved via e-mail in March, April, May, June, and July 2020, when no meetings were held due to COVID-19.

RESOLVE to retrospectively approve: -

- a. the Emergency Delegation of Chideock Parish Council Functions issued by the Clerk on 26 March 2020 (see below).
- b. Renewal of Parish Council Insurance with 3 year Long Term Agreement (see below)
- c. Payment of invoices for March, April, May, June, and July 2020 (see below).
- d. Planning Application consultation responses (see below).

6. Planning.

a. Applications Approved by Dorset Council in March, April, May, June, and July 2020.

Formally **NOTE** the following Dorset Council planning decisions: -

WD/D/19/002372 Replace windows 4 MEWS COTTAGES **APPROVED**

WD/D/19/003035 Erection of garden shed & greenhouse LUSHAYS, BRIGHTHAY LANE **APPROVED**

WD/D/20/000345 Erection of Orangery and Garage BARNCROFT, SEA HILL LANE **APPROVED**

WD/D/20/000466 Application for approval of reserved matters for appearance, landscaping, layout, and scale, in relation to outline approval WD/D/18/001997- Erection of dwelling GREENHILLS, CHIDEOCK HILL **APPROVED**

WD/D/20/000556 Conversion of utility room into shower room LILAC COTTAGE, MAIN STREET **APPROVED**

7. Annual Parish Council Meeting and Election of Chair, Vice Chair and Committee Members and allocation of specific matters to councillors.

The National Association of Local Councils has confirmed that, under the Coronavirus Regulations 2020 there is no requirement to hold an Annual Parish Council meeting and that, if one is not held, the 2019-2020 Chair, Vice Chair and Committee members carry on for 2020-2021.

Does Chideock Parish Council agree to this or should an Annual Parish Council meeting be held?

8. Democratic Period. Opportunity for members of the public to ask questions or speak on matters of interest.

9. Confirm the time and date of the next Ordinary meeting of Chideock Parish Council. The next scheduled Ordinary meeting is at **10 am on Tuesday 29 September 2020.**

Emergency Delegation of Chideock Parish Council Functions

The following **Emergency Delegation of Chideock Parish Council Functions** will be invoked if

- the Parish Council is unable to meet in person OR
- the Parish Council is unable to form a quorum due to illness etc (but not through lack of elected members).
-

If the number of elected members falls below 3 then the Parish Council cannot function.

Planning Applications.

- The Clerk will circulate details of planning application to all councillors via e-mail
- Councillors will make comments via e-mail, ensuring that all members and the Clerk are sent a copy
- The Clerk will collate the responses.
- If there is consensus the Clerk will submit the response via the Dorset Council Planning Portal
- If there is not a consensus the Clerk will use the majority view to formulate a response, which will be circulated to all prior to submission Dorset Council Planning Portal
- The submissions will be formally recorded and retrospectively agreed at the next Parish Council meeting

Planning Decisions.

- The Clerk will forward details of any planning decisions made by Dorset Council to all councillors for information.
- Planning decisions will be formally recorded in the minutes of the next Parish Council meeting

Payment of Invoices.

- The Clerk will attempt to have online banking set up for the TSB Current Account. If this is achieved, then a procedure for using online banking will have to be agreed by councillors.
- In the meantime
 - The Clerk will send copies of invoices to all councillors for approval 7 days before the last working day of the month
 - Approval of each individual invoice by at least 3 councillors is required
 - If approval is granted, the Clerk will draw cheques for each invoice, and create a payment list
 - The cheques, payment list and a stamped addressed envelope for return will be posted to Cllrs Anna and George Dunn, who will sign the cheques and initial the payments list, having checked the cheques against the list and the previously sent invoices
 - Cllrs Anna and George Dunn will post the cheques back to the Clerk in the stamped addressed envelope provided by the Clerk
 - The Clerk will then use the cheques to pay the invoices
 - The payments will be retrospectively approved and resolved at the next Parish Council meeting.
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Insurance.

Renewal of the Parish Council insurance is due on 1 June each year.

Public liability insurance is essential.

If it is not possible for a Parish Council meeting to be held to approve a) the level of insurance and b) the payment of the premium: -

- The Clerk will update the Asset Register as required.
- If assets are to be added or removed from the insurance the Clerk will contact Came and Company to obtain a revised renewal premium
- The Clerk will circulate the updated Asset Register and the insurance renewal documents to all councillors, together with any recommendations for adding or removing assets from the insurance and the financial implications of so doing
- Approval to proceed from at least 3 councillors will be required
- The Clerk will contact Came and Company to make any changes required and pay the premium (as above)
- The insurance renewal, including any changes, will be formally recorded, and retrospectively resolved at the next Parish Council meeting.

Other.

- a. The Clerk is authorised to make decisions on general matters, preferably after agreement from a minimum of 3 councillors via e-mail, and to inform councillors of any decisions taken.

Insurance Renewal Information.

Chideock Parish Council uses Came & Company as brokers for insurance. Came & Company specialise in Parish Council insurance cover.

Chideock Parish Council usually enters into a 3 year Long Term Agreement (LTA) - the last one has ended and a new one is being offered. The LTA benefits were given in the e-mail and attachments sent to councillors, as is all other pertinent information.

If an LTA is entered into with the company recommendation from Came & Co, the premium is £529.91. The budget amount is £510. It is highly unlikely that a cheaper premium can be found.

The LTA offer expired on 31 May 2020.

The Asset Register has been, updated to reflect the increased insured amounts. There are no new items. The Sums Assured on the policy have been increased by 4%.

Invoices Paid March, April, May, June, and July 2020.

March

S A Robinson – Salary and Expenses for March	£238.95
HMRC – PAYE January, February, March	£174.60
Bridport Town Council – Foss Orchard Car Park Hedge Cutting	£468.00
Bridport Citizen's Advice Bureau – Grant	£200.00
St. John Ambulance (West) – Grant	£75.00
Axe Valley Ring and Ride. – Grant	£25.00
Chideock Village Hall Maintenance Grant	£700.00

April

S A Robinson – Salary and Expenses for April	£238.95
Bridport Town Council – Clearance of Clapp's Mead Brook Debris	£564.00
Dorset Council – Re-charge for January 2020 Election	£2088.88
PNW Services – bus shelter cleaning January, February, March	£25.00

May

S A Robinson – Salary and Expenses for May	£238.95
PlaySafety for RoSPA Inspection	£99.00
DAPTC for "Virtual Meeting" training for Clerk	£20.00
Came & Company for insurance 1 June 2020 - 31 May 2021	£529.91

June

S A Robinson – Salary and Expenses for June	£292.91
HMRC – PAYE for April, May, and June	£174.60
DAPTC subscription	£227.75
CPRE subscription	£36.00
Chideock Covid-19 Support Group, payable to Mrs Jane Elliot	£64.17

July

S A Robinson – Salary and Expenses for July	£238.95
Chideock Covid-19 Support Group, payable to Mrs Jane Elliot	£15.00
Ken Hussey- Play Equipment Repairs	£352.95
Cemetery Grass Cutting Grant – St. Giles PCC	£650.00

**Planning application consultation responses submitted on behalf of Chideock
Parish Council in March, April, May, June, and July 2020**

WD/D/20/000345 Erection of Orangery and Garage | BARNCROFT, SEA HILL LANE
Chideock Parish Council has no objection subject to the Conservation Officer's report

WD/D/20/000556 Conversion of utility room into shower room LILAC COTTAGE, MAIN STREET
Chideock Parish Council has no objection subject to the Conservation Officer's report.

WD/D/20/000466 Application for approval of reserved matters for appearance, landscaping, layout, and scale, in relation to outline approval WD/D/18/001997- Erection of dwelling GREENHILLS, CHIDEOCK HILL

Chideock Parish Council has no objection to the application.

If the application is approved, conditions must be set regarding a) HE stipulations for vehicle movements etc during construction and b) the recommendations within the Arboricultural Report; i.e. conditions 5, 6 and 7 from the outline planning consent for application WD/D/18/001997 must be carried forward.

WD/D/20/000263 Change of use of land to temporary car park to be used by the village hall to include fencing, lighting and a gate LAND NORTH WEST OF COLLINS COURT, MAIN STREET
Chideock Parish Council objects to this planning application.

The change of use will lead to an increase in vehicle movements onto and off the A35

- *Entry / exit is in very close proximity to three other well trafficked junctions (Collins Court / Clock House public house; Duck Street and North Road)*
- *The site is within the Chideock Conservation Area and the Dorset AONB.*
- *The property is within the Chideock Air Quality Management Area (AQMA), and the presumption should therefore be against any development which adds more vehicles to the traffic flow on the A35, particularly so close to the Duck Street and North Road turnings and at a part of the village where traffic related air pollution is especially high.*
- *There is no specification for surface drainage: -*
 - *drainage is required to handle run off from the sloping field to avoid flooding on the A35. There is also a need to capture fuel and oil leakage from parked vehicles to prevent this contaminating the land and potentially polluting the main drainage systems, all of which lead to the River Winniford*
 - *No consideration has been given to increased rainfall as a result of Climate Change.*
- *Surfacing*
 - *No detailed specification of the proposed surfacing is given*
 - *Any form of surfacing designed to reinforce the ground to take the weight of cars will lead to the topsoil and subsoil becoming contaminated over 20 years by fuel and engine oil leakage*
- *Environment.*
 - *No Environmental Impact Statement has been provided.*
 - *No Biodiversity / Habitat Statement has been provided*
 - *There is no information as to prior history of land use and potential existing contamination*
 - *The field will no longer be suitable for agriculture unless all pollution from fuel / oil is removed at the end of the 20-year period*
- *Impact on amenity of neighbours - noise, light pollution, engine fumes*
- *The application describes change of use as being for a "temporary car park" and yet says that this will be for 20 years. Surely this cannot be seen as "temporary" a term which would normally be used for a duration of maybe a few days or even a few weeks but not for 20 years*

In the event of permission being granted all five conditions recommended by Highways England MUST be set in their entirety.