

Minutes of a meeting of Puddletown Area Parish Council (PAPC) held at 7.00pm on Tuesday 10th October 2023, in Puddletown Village Hall.

Present: Cllr Green, Cllr Johnstone, Cllr Redman, Cllr Ridout (Vice Chairman),

Meeting Chair: Cllr Sheppard (Chairman)

Also in Attendance: PCSO Alison Donnison & 3 Members of the public were present.

Clerk: Michelle Harrington

Minute Number	Comments
99	APOLOGIES FOR ABSENCE Apologies have been received from Cllr Brown & Cllr Walton and accepted by all. It was noted last month Cllr Bendall send apologise to the Chairman who was on holiday at the time, so Cllr Bendal’s apologise where not noted during the September meeting. It was noted no apologise have been received from Cllr Bendall or Cllr Doe. It was noted Cllr Parker sent apologise.
100	DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS No declarations were made. NB this does not preclude any later declarations.
101	PUBLIC PARTICIPATION No members of the public wished to speak. PCSO Donnison gave a verbal report on how to report anti-social behaviour through the Dorset Police website. PSCO Donnison offered to arrange for the Crime Prevention Officer to contact the Clerk to discussion Crime Prevention for the Pavilion, this was accepted.
102	PREVIOUS MEETING MINUTES Proposed: Cllr Redman Seconded: Cllr Johnstone RESOLVED: The minutes from the full council meeting held on Tuesday 12th September 2023 were approved and signed as a correct record the meeting.
103	MATTERS ARISING FROM PREVIOUS MINUTES. A copy of the action log was submitted before the meeting. This was discussed. Item 91 – Cleaning Sandpit sand. It was agreed to purchase the necessary product to clean the sand within the Puddletown Playpark sandpit. Action: Clerk to purchase the necessary product to clean the sand within the Puddletown Playpark sandpit. Item 92 – Hedge trimming quotes. It was noted the Hazel hedge bordering the Puddletown Recreation & play park area, should be layed not cut. It was agreed the hedge bordering the Car Park area should be cut back this year, however in future years will be considered for hedge laying along with the Recreation ground and play park borders. Action: Clerk to contact contractor 1 (Hardy’s Tree Surgeons) to request they cut back the car park area hedge. Item 57 – Bus Shelters – The bus shelter requirement for the eastern end of Tolpuddle was discussed. It was agreed there was a need on the Westbound carriageway only. It was noted this bus stop will be used by residents and School children each day, and therefore needed to be big enough to encompass the possible number of users on a regular basis. It was decided a wooden shelter should be considered, approx. 2.5m length by 1m – 1.5m width, with windows in each end. The shelter is to be built on a concrete pad which will also need installing. Action: Clerk to contract contractors for quotes. Action: Clerk to contact Highways to confirm permission to install bus shelter.

Initial/ Sign:
Chairman: Cllr A Sheppard

Date:
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106c2	OM Management Plan. The draft Orchard Meadow Management plan was discussed, noting before final approval is sort from Council, the document will be shared directly with 2 third parties who have been instrumental in setting up the area, plus added to the Parish Council website inviting residents' comments. Action: Clerk to email the draft Orchard Meadow Management plan to third parties involved in setting up Orchard Meadow, plus add to the Parish Council website, inviting residents to send in their comments. It was noted the Swale had not been cleared this year. Action: Clerk to contract current contractor to book work in.
107	PARISH MATTERS Parish Matters not included in the agenda. 1. Signage: It was agreed by all, to have produced and installed 1 x No Cycling, 1 x No Dog signs for the Puddletown Play Park Area. 3 x Steep Bank DO NOT CLIMB signs for the Coombe. 1 x H&S sign on the Basketball structure in Puddletown Rec Area. A cost of Approx £200 will be covered from general reserves. 2. Christmas Tree – It was noted there will be a Christmas Tree as usual in Puddletown. 3. Gov.uk email system. – All Councillors were asked if they have issues with setting up or using the gov.uk email system to let the clerk know the issues. Noting within a couple of months emails will only be sent to gov.uk emails. 4. Pride – It was agreed PRIDE could install CCTV on the outside of the Pavilion. Noting Cllr Sheppard will encourage they wait for the Community Crime Prevention Officer to attend and advise. 5. Southover Farm – Cllr Walton submitted a report, this was discussed and noted. 6. Pavilion external toilet doors. – It was agreed by all, that the Clerk should investigate and report back on having commercial steel doors / frames installed to replace the 2 external public toilet doors. It was agreed in the meantime the public toilets will be closed and boarded off, ensuring a notice is placed on the boarding explaining the public toilets are out of use due to vandalism. Action: Clerk to have public toilet external doors boarded shut. Action: Clerk to investigate cost of commercial steel doors to replace the 2 exterior public toilet doors.
108	PLANNING & LICENSING It was noted there were no applications submitted this month.
109	UPDATE FROM RIGHTS OF WAY, DRAINS, HEDGES, AND ROADS Cllr Sheppard stated he had report to Dorset Council an issue on the bridleway to the Right of way Charminster Lane.
110	UPDATE FROM THE FLOOD WARDEN A report was submitted before the meeting. This was discussed and noted. Action: Cllr Green to obtain quotes for quick installation flood defences
111	POLICIES, PROCEDURES, AND REGISTERS FOR REVIEW The following polices were presented before the meeting: The Disciplinary & Grievance Policy: Approved as presented. The Employment policy: Approved as presented. The Pay policy: Approved as presented. The Training & Development policy: Approved as presented. Action: Clerk to publish the adopted the Disciplinary & Grievance Policy, The Employment policy, The Pay policy: & The Training & Development policy as presented.

Sign:
Chairman: Cllr A Sheppard

Date:
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