

Minutes of a meeting of Puddletown Area Parish Council (PAPC) held at 7.00pm on Tuesday 11th July 2023, in Puddletown Village Hall.

Present: Cllr Brown, Cllr Green, Cllr Redman, Cllr Ridout (Vice Chairman), Cllr Walton

Meeting Chair: Cllr Sheppard (Chairman)

Also in Attendance: 1 Member of public was present.

Clerk: Michelle Harrington

Minute Number	Comments
36	APOLOGIES FOR ABSENCE Apologies have been received from Cllr Doe & Cllr Johnstone and accepted by all.
37	DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS Cllr Walton declared an interest regarding the Village Hall. A dispensation was signed in March 2023. NB this does not preclude any later declarations.
38	CO-OPTION A nomination from Anna Bendall was received for Co-option to the Puddletown Area Parish Council. Propose Cllr Sheppard Seconded Cllr Ridout Councillors unanimously voted to accept Anna Bendall Co-option application. The Declaration of Acceptance of Office & a Dispensation regarding Precept & The Puddletown Cricket Club were signed. Action: Clerk to work with Cllr Bendall to ensure registration is completed on time.
39	PUBLIC PARTICIPATION One member of public wished to inform the Council, that The Martyrs Inn Tolpuddle is now open.
40	PREVIOUS MEETING MINUTES It was noted there is a typing mistake within the title of item 34 and the title should read “TOLPUDDLE OLD CHAPEL” Proposed: Cllr Walton Seconded: Cllr Ridout RESOLVED: The minutes from the full council meeting held on Tuesday 13th June 2023 were approved and signed as a correct record the meeting.
41	MATTERS ARISING FROM PREVIOUS MINUTES. A copy of the action log was submitted before the meeting. This was noted. Cllr Ridout gave a verbal update on the planning committee meeting he attended regarding the Slurry Lagoon Southover retrospective planning application. It was noted the planning committee approved the retrospective application with some strict conditions. During the meeting a query was raised with the new owners over the size of the lorries and the owners have stated they will use twin axle tankers not the new triple axle tankers.
41a1	The Coombe land registry search. A report was submitted before the meeting, details the findings of the land registry search, which indicated the area is not registered to the Parish Council. Cllr Ridout stated he had pulled out old Puddletown Area Parish Council minutes where the Coombe was discussed and recorded and will read these and report back at the next meeting.

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41a2	Scribe / Budget. A report was submitted before the meeting. It was noted within the report that the initial set up of Scribe has been complete, however there were recommendations to create more reserves to enable more accurate budgeting in the future. Propose Cllr Bendall Second Cllr Sheppard Resolved. To set up new reserves, (R16 Office Equipment, R17 Training, R18 Grants, R19 Puddletown Pavilion & R20 Elections) Action: Clerk to set up new reserves in Scribe for R16 Office Equipment, R17 Training, R18 Grants, R19 Puddletown Pavilion & R20 Elections. In the report it was stated that Puddletown Area Parish Council had received a recommendation from the Internal Audit for 2022-23 to adopt a budget for 23-24 matching the Precept submitted to Dorset Council. A budget was proposed as part of the report and discussed. Propose Cllr Walton Second Cllr Ridout Resolved. To adopt the budget as detailed in the report. Action: Clerk to set up the budget as approved in Scribe. To ensure compliance with the budget having been adopted, it was noted that the Council formally agreed the budget equalled the Precept request submitted to Dorset Council in January 2023. Propose Cllr Ridout Second Cllr Walton Resolved. The budget adopted equals the Precept request submitted to Dorset Council It was noted all Councillors will have read only access to Scribe. It was noted the Scribe Summary Report was not conducive for Councillor to approve the monthly expenditure and Cllr Bendall offered to probe the Scribe System to see what other reports are available. Action: Cllr Bendall to investigate the Scribe system to find a more conducive report for Cllr when approving expenditure. It was noted the Summary Report would be run on a quarterly basis showing actual spend against budget. Action: Clerk to submit quarterly budget v spend reports to all Councillors.
41a3	It was requested the Clerk chase Dorset Council regarding the removal of the second bin by the Church in Puddletown requesting the single existing bin be replaced with a larger bin. Action: Clerk chase Dorset Council regarding the removal of the second bin by the Church in Puddletown requesting the single existing bin be replaced with a larger bin.
41a4	It was noted a response had been received from Tony Cirio the Public Transport & Infrastructure Officer for Dorset Council stating Dorset Council do not support the installation of bench / seats within bus shelters, in regard to a request submitted to Dorset Council to install a bench in the Puddletown Bus Stop. The Clerk was asked to investigate where the project for installing the two new shelters in Tolpuddle stood and report back. Action: Clerk to investigate and report back to Council the project for installing the two new shelters in Tolpuddle

42	DORSET COUNCILLOR REPORT No report was submitted before the meeting, this was noted.
43	PCSO'S REPORT A report was circulated before the meeting from Dorset Police and discussed.
44	RECREATION AREAS It was noted the following playground safety inspections were carried out with the following findings: Tolpuddle – Picnic table needs attention, bench by willow tunnel needs varnishing. Willow tunnel overgrown but has been cut back. Butt Close – Puddletown – Seat missing from bench with only 1 remaining support in ground in need of removal. – A verbal update was given; the bench post has been removed. Recreation Ground – Puddletown – 1 bench needs new foot, stakes around the shelter only 2 remaining after being vandalised. It was noted Cllr Sheppard will speak to the Puddletown Play Park Committee regarding if the Parish Council replace the benches would they replace the dedication plaques. It was suggested as there are 2 benches which are not dedicated, Puddletown Area Parish Council consider asking the community if anyone wishes to buy a bench and have it dedicated. Action: Clerk to investigate the replacement cost for new benches
45	PARISH MATTERS Parish Matters not included in the agenda.
45a1	Internal Audit – A report was submitted before the meeting detailing 2 possible auditors. After a discussion Contractor 2 (Paul Reynolds from Fair Accounts) was approved for 1 year. Action: Clerk to contract new auditor to accept quote for internal audit for FY 23-24
45a2	Village Hall – A report was submitted before the meeting detailing what the Puddletown Village Hall had spent the money they received from Puddletown Area Parish Council as a donation on. It was also noted they wish to investigate solar panels.
45a3	Correspondence regarding the Verge area at The Green Puddletown. A report was submitted before the meeting detailing what actions had taken place to date. A verbal update was given stating the verge (both North and South) was now cut, the agreement between all parties had been reissued and understood as to who was responsible for maintenance. It was noted the southern end of the southern verge is not cut, as there has been a request from a third party to leave that section long for wildlife to enjoy.
45a4	Cricket Club BBQ Agreement – A report was submitted before the meeting detailing the agreement between Puddletown Area Parish Council and the Puddletown Cricket Club regarding hosting BBQ's. This was noted.
45a5	Communal Allotments – Cllr Green stated he has received several requests from members of public for a communal allotment area. Cllr Green was asked to contact those involved and ask they email the Clerk. As the Council had a legal obligation to investigate once a certain number of requests had been received.
45a6	Communal book swap within the old red telephone box – A request was submitted before the meeting that PAPC consider adopting the old red phone box to use as a community book swap. It was stated there were already several book swaps within the village and therefore a better use may be as an information point for Puddletown residents, modelled on the information / phone box in Tolpuddle. Action: Cllr Green to investigate if the phone box is still available for adoption and the report back to council.

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45a7	The Puddletown sign: A report was submitted before the meeting stating Cllr Green had been informed by a resident that the “Welcome to Puddletown” sign by the bridge near The Moor was missing and has been for some time. Action: Cllr Green to suggest to resident they report the missing sign to Highways via the Dorset Council portal.
45a8	A verbal report was given stating Cllr Walton had received negative feedback about Max Events at Southover, in that it is believed they have expanded outside of their approved planning permission. Action: Cllr Walton to suggest to residents they report their concerns to planning Enforcement.
45a9	Councillor were reminded it is the Martyrs festival this coming weekend, and the main road through Tolpuddle will be closed between 1 – 6 over the weekend.
45a10	It was noted that the Dorset Council Mechanical Road Sweep requested several months ago had not attended. It was suggested along with the Clerk chasing the previous request, Councillors suggest to any member of public who raises this issue with them, that they request a Mechanical Road Sweep via the Dorset Council Portal, asking they attached a photo of the effected area. It was suggested a link to request a mechanical road sweep be added to the Facebook page. Action: Clerk to chase previous request for a mechanical road sweep through Tolpuddle and Puddletown. Plus, to add a link to the PAPC Facebook page on where to request a Mechanical Road Sweep.
46	PLANNING & LICENSING
46a1	Application No: P/FUL/2023/03494 Location: Southover Farm Tolpuddle DT2 7HE Proposal: Erect lean-to extension to agricultural building.
46a2	Application No: P/FUL/2023/03497 Location: Southover Farm Tolpuddle DT2 7HE Proposal: Erect agricultural storage building. Comment – No objection as there is no overlooking/loss of privacy.
46a3	Application No: P/HOU/2023/01126 Location: 31 White Hill Puddletown DT2 8SB Proposal: Erect First floor rear extension and ground floor flat roof rear extension Comment – No objection as there is no overlooking/loss of privacy. Action: Clerk to submit comments
47	UPDATE FROM RIGHTS OF WAY, DRAINS, HEDGES, AND ROADS No further updates.
48	UPDATE FROM THE FLOOD WARDEN The Clerk stated to date she had not managed to find out who owned the Old Pound area by the pumping It was suggested the Clerk contact Wessex Water to see if they own the land next to the pumping station. Action: Clerk to contact Wessex Water to see if they own the land next to the pumping station.

49	POLICIES, PROCEDURES, AND REGISTERS FOR REVIEW A draft Allowances, Expenses & Reimbursement Policy, Community Engagement Policy and Social Media policy policies were submitted before the meeting and recommended for adoption. Propose Cllr Ridout Second Cllr Walton Resolved. To adopt the Allowances, Expenses & Reimbursement policy as presented. Propose Cllr Ridout Second Cllr Walton Resolved. To adopt the Community Engagement policy as presented. Propose Cllr Ridout Second Cllr Walton Resolved. To adopt the Social Media policy as presented. It was noted Councillor are able to re-post / share posts with the Community Facebook page, however, should not comment as a Councillor. Action: Clerk to publish the adopted Allowances, Expenses & Reimbursement, Community Engagement & Social Media Policies.
50	FINANCE AND ACCOUNTS Monthly Payment Schedule A report was submitted before the meeting showing a total expenditure of £5,355.58 and an income of £333.36 for July 2023 meeting approval. Proposed Cllr Brown Seconded Cllr Bendall RESOLVED to approve payments totalling £5,355.58 in accordance with the July 2023 payment schedule. A copy of the schedule is available online. Action: Clerk to process payments
51	DOGS IN PUBLIC SPACES – DORSET COUNCIL CONSULTATION A report was submitted before the meeting, this was discussed. It was agreed Puddletown Area Parish Council would not comment but do encourage both local dog owners and non-dog owners to comment.
52	ITEM FOR NEXT MEETING & DATE OF NEXT MEETING Date: Tuesday 8th August 2023 Location: Tolpuddle Village Hall Time: 19.00 It was requested Cllr Johnstone give a report / update on the Community Speed Watch

Meeting closed at 9.16 pm

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Chairman: Cllr A Sheppard

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