

STUDLAND PARISH COUNCIL

Minutes of the Parish Council Meeting of the Studland Parish Council held on Monday 20 July 2020 at 7.30 pm online (Zoom)

PRESENT:

VICE CHAIRMAN: Cllr Boulter

Cllrs: Bowyer, Ferguson, Hammond, Osborn, Smith

Clerk: Mr T Watton

Dorset Council member: Cllr C Brooks

National Trust Representatives: E Wright, S Wallington

Public: J Witterick

Meeting Commenced at: 7.30 pm

1. Chairman's Introduction.

The Chairman welcomed everyone present and explained that he would be chairing the meeting in the absence of Cllr Etherington.

2. Apologies

There were none.

3. Public Participation Time (Standing Orders suspended)

There was none.

4. Declarations of Interest

As the applicant, Cllr Boulter declared an interest in planning application 6/2020/0288 considered under agenda item 8.1 below.

5. Confirmation of Minutes:

The minutes of the Full Council meeting held on Monday 15th June 2020 were agreed and will be forwarded to the Chairman to sign and return to the Parish Clerk for publication and to add to the file. **Proposed:** Cllr Ferguson, **Seconded:** Cllr Bowyer – **Carried unanimously.**

6. National Trust Report (Standing Orders suspended):

6.1.– To consider matters arising from NT Report due to be circulated before the meeting.

Emma Wright provided the following report:

- 1. Conservation work** - Ash die back surveys have been completed and a small number have been identified as being at risk around the village. An application for work has been submitted. Where grassy areas have been deliberately not cut and left in a natural state resultant growth has resulted in species not previously seen in those areas. Pyramidal Orchids have been found in Middle beach car park and the old builders yard.
- 2. Antisocial behaviour** - Fly tipping has increased across the area, mainly garden waste on Ferry Rd. Littering is also still an issue and the NT have linked in with the Litter free coast and sea anti-littering campaign. Camping is also still an issue but th NT's Community Ranger team has re-commenced and are on site until midnight every night and liaising with the police.

3. **Re opening** – The National Trust shop at Knoll beach is now open 5 days per week as part of the phased approach. Beach huts are also now being hired out again.
4. **Refresh programme** - As has been widely reported the National Trust has been deeply affected by the coronavirus pandemic and has lost approximately £200million. A programme will be launched on the 29th July to address this financial hole and what the future 'landscape' will look like. The local NT team are waiting to hear what that will mean locally.

In response to a question from Cllr Boulter, Ms Wright advised that Mr Singleton would be preparing a plan of the grass areas in the village under the responsibility of the National Trust to show which will be cut and which are being deliberately left. She also advised how to recognise examples of Ash die-back.

There followed a presentation from Ms S Wallington on the Dunescape project. A copy of the brief for this presentation is associated at **Appendix 1** to these minutes.

7. To receive Reports from the Area Representatives (Standing Orders suspended):

7.1. Dorset Council – Cllr Cherry Brooks

Cllr Brooks provided a verbal report covering the following matters:

- i. **Libraries:** Due to open with click and collect. Details are available on the Dorset Council website.
- ii. **Dorset Council offices:** DC are not yet re-opening all of their offices after lockdown. They are still working on establishing safe working methods and office layouts to achieve the required social distancing in some locations, and will probably continue to retain some working from home for some considerable time yet.
- iii. **Dorset Council meetings:** Council meetings are going ahead using a mixture of face to face and remote attendance by members (using MS Teams).
- iv. **Supporting social distancing in High Streets:** DC departments are continuing to take action and provide resources to ensure temporary adjustments are made to ensure social distancing can be achieved in High Streets / retail and leisure areas around the county.
- v. **Leisure Centres re-opening:** DC operated leisure centres are due to re-open on Monday 27th July.

There were no questions.

8. Planning:

8.1. Three applications had been received as follows:

TPO/2020/057 Garden Cottage, Sandyholme, Beach Road, Studland. (T2) Sycamore - fell; (T3) Holly - fell. Tree Preservation Order: County of Dorset (Ferry Road, Studland No.2) TPO 1970 (Ref. TPO 136) and County of Dorset (Ferry Road, Studland) TPO 1969 (Ref. TPO 136).

Conservation Area: Studland Conservation Area. The Council had **NO OBJECTION** to this proposal. However as this concerns trees in the conservation area with TPOs on them the Council asks that the Tree Officer requires replacement trees of the same species to be planted on the same site or close by.

TWA/2020/052 Heathland House, Swanage Road, Studland BH19 3AE. (X) Cherry - reduce and shape by up to 3m and crown lift to 3m over highway and pavement. Conservation Area: Studland Conservation Area. NO OBJECTION

6/2020/0288 The Vicarage, School Lane, Studland, Swanage, BH19 3AJ. Insert a dormer window in west elevation. NO OBJECTION.

9. To receive reports on Highways matters (for purposes of report only)

9.1. To receive and note any reports of matters raised with DC Highways.

The Parish Clerk reported that he had been in touch with Ian Styring, Community Highways Officer, Dorset Council to request a site visit by himself and Stephen Mepham to discuss three matters with Parish Council members:

- (i) A progress update on the issues raised on the site visit at the end of 2019.
- (ii) The proposed Traffic Management Strategy – in order to better understand the scope of what the Parish Council may have the power and authority to undertake, and where it will be appropriate to enter into partnership working with Dorset Council and / or other Parish & Town Councils within Purbeck.
- (iii) To discuss the notion of developing a local maintenance role along the lines of a “lengthsman” to deal with local maintenance tasks, including those currently under DC Highways responsibility – i.e. road sweeping, sign cleaning, gully clearances, etc.

The Parish Clerk also reported that he had been in touch with DWP manager Robin Hildreth to request a revisit of the road sweeper vehicle.

9.2. To note any further matters to raise with DC Highways.

None.

10. Crime – reports (for the purposes of report only).

There was nothing to report.

11. Chairman’s Announcements.

Cllr Boulter commented the he had been approached by a local resident expressing concern about the appearance of some parts of the village – in particular the area around the shop, and evident lack of maintenance of roads.

Cllr Boulter also referred to a letter from Ms Emma Coakley of Liz Lean PR on behalf of the ferry company enclosing a text of a draft letter they propose to send to Dorset Council about various summer traffic and parking issues on Ferry Road. Cllr Boulter copied this to all members by email on 20th July 2002. On behalf of the Ferry Company, Ms Coakley had asked whether the Parish Council, the National Trust and More Bus would be prepared to support / endorse a joint letter to DC requesting a meeting to discuss ways to address the problem of Ferry Road increasingly becoming blocked between Knoll House and the ferry toll booth; and also the related problems of cars queuing in both directions to access Knoll Beach car park and cars left on the side of Ferry Rd which restriction has the effect of making the road a single lane and quickly causes blockages.

The following comments were made:

- Cllr Hammond noted that the content of the email from Ms Coakley and the proposed letter to DC was pertinent to the issues underpinning the Parish Council’s proposed traffic management strategy.
- Cllr Bowyer reminded members that the Ferry Company own Ferry Rd and have previously encouraged parking along it. He also expressed concerns about how much the condition of the road has deteriorated.

- The company's ownership of the road was confirmed by Ms Wright; and also that the NT owns the land on either side.
- Cllr Brooks clarified that Dorset Council has "highways rights" over the road, and also that the DC Highways Department are looking at what more could be done to make traffic flow more easily.

In summary, Cllr Boulter asked all members to examine the draft letter and forward their comments to him. **Action: all members to consider the draft letter and to respond to Cllr Boulter about it.**

12. Clerk's Correspondence (for the purposes of report only).

The Parish Clerk referred the report he had circulated to all members in advance of this meeting, which provided a listing of the correspondence received. A copy of this is associated at **appendix 2** to these minutes.

13. To receive and consider report of past subject matters (for the purposes of report only).

It was **RESOLVED** to receive and note the contents of the following report, which had been prepared and circulated in advance of the meeting by the Parish Clerk. Any italics below indicate additional comments made by members at the meeting.

(i) **Full Council meeting, Minute 8, 21st April 2020 Update report: chaser to Dorset Council following the motion passed on 18th November 2019:** The Parish Clerk had reported to the meeting that Jenny Key, Technical Officer Assistant (Arboriculture), Planning and Community Services that: "Graham Cox, the council's Senior Tree and Landscape Officer started covering the Purbeck post as an interim measure at the end of January. Graham had a large backlog of planning consultations and tree works applications to deal with. Graham was only able to commit one day each week to the Purbeck work which has meant that this TPO request and other non-urgent issues have unfortunately not yet been considered.[...] As soon as things settle down and site visits can again be undertaken, I will ask Graham to make this a priority." Still no further response has yet been received despite another chaser. This will continue to be monitored and chased.

(ii) **Full Council meeting, Minute 9, 21st April 2020: Fingerpost refurbishments – Grant application.** The following steps have been taken by the Parish Clerk, all of which are required before any grant application can be submitted:

- a) Contact has been made with Dorset CPRE to confirm that grants of up to £200 per fingerpost are still available once quotes for proposed works have been obtained.
- b) Contact has been made with Roger Bond (Normtec) to have an initial (remote) meeting with the Parish Clerk to discuss the scope of the project, ahead of the development of specifications for the new posts.
- c) Further appeals have been made to council members for whatever detail may be available to help build up adequate working specifications for the production of the three replacements for the missing fingerposts – particularly the post at the top of Beach Rd for which there is currently no photo evidence at all, and the post at the village centre crossroads for which and only fragmentary information is on hand.
- d) Cllr Osborn has offered to post a message with the local history society to see if anyone can locate an amateur film from the 1970s which is believed to show the post.
- e) The short article in the Parish Magazine which was intended to generate local interest has so far produced no responses i.e. neither any further photographs of the missing

posts to assist the specification process, nor any offers of volunteer involvement in the project.

- (iii) **Full Council meeting, Minute 13, 21st April 2020 item 13: A linked series of resolutions required by HSBC in connection with the revised bank mandate to add Cllrs Etherington, Ferguson, Hammond and Smith to the list of authorised signatories**

The revised mandate which was signed by members during April & May was duly returned to the Clerk and was submitted to HSBC on 23rd May 2020. Despite a chaser phone call to HSBC Customer Services no progress report has been received from them, so it is not clear whether the revised mandate request has yet been acted upon. The Parish Clerk will continue to chase this for a response from HSBC.

- (iv) **Full Council Meeting, minute 22, 18th May 2020: to proceed with the purchase, installation, and maintenance of Speed Indicator Devices.** Installation of the equipment is awaited. *Cllr Hammond asked if it would be possible to gather traffic data from the device because it might be useful to help inform the proposed Traffic Management Strategy. The Parish Clerk indicated that he would speak to Joe Allen, Principal Technician - (Data), DC Highways about this. Action: Parish Clerk to approach Mr Allen about this accordingly.*

14. Financial Reports:

14.1.Account Balances as at 30th June 2020 (for the purposes of report only):

- HSBC BANK ACCOUNT £50,715.91
- NATIONAL SAVINGS ACCOUNT £1,869.69
- Public sector account £40,310.73

RESOLVED TO NOTE

14.2.To receive and note bank reconciliation and accounts reports, including commentary on any significant variances vs budget. **RESOLVED TO NOTE**

14.3.Resolve to agree to pay the cheques as per attached schedule (see below).

Payment Schedule 20 July 2020

To Whom	For What	Net	VAT	Total	In Budget	Fin reg
T Watton	Clerk's salary – July	533.73	0.00	533.73	Yes	11.1a iv
HMRC	PAYE / NI – July	133.60	0.00	133.60	Yes	11.1a iv
J D Facilities	Cleaning Beach Rd conveniences	189.80	37.96	227.76	Yes	11.1a iv
SSE	Energy supply plus standing charge for Walkway lights – June 2020	37.46	1.86	39.32	Yes	11.1a i
R Best	Ground maintenance work July	72.00	0.00	72.00	Yes	11.1a iv
DAPTC	Annual subscription	146.90	0.00	146.90	Yes	11.1a iv
BHIB	Annual insurance premium	723.25	0.00	723.25	Yes	11.1a iv
Dorset Council	Supply and erect two SID posts in Studland	634.00	126.80	760.80	Yes	11.1a vi

Darkin Miller Ltd	Fee for internal audit year ending 2019/20	485.81	97.16	582.97	Yes	11.1a ii
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All payments for July 2020 **APPROVED**.

Addition to schedule for 21 April 2020

To Whom	For What	Net	VAT	Total	In Budget	Fin Reg
National Trust	Standing order (annual)	5.00	0.00	5.00	Yes	11.1a v

Payment of £5 Standing Order to the National Trust on 20th April 2020 **NOT APPROVED**.

Action: Parish Clerk to approach the National Trust to clarify the purpose of this standing order, and to cancel it if it is no longer justified.

15. To consider for approval the following sets of minutes:

- i. **Planning Committee 2nd December 2019 – RESOLVED**
- ii. **Planning Committee 13th January 2020 - RESOLVED**

16. To consider any proposals to put forward the DAPTC AGM in November 2020 (see email circulated to members on 11th June 2020). Members were urged to consider this between now and the August Full Council meeting, when a decision will be made on any proposals to put forward. **Action: all members to consider this accordingly.**

17. To consider any corporate response SPC may want to submit to the NALC consultation on the Members Model Code of Conduct (email circulated to members on 11th June 2020). It was noted that members had no comments to make.

18. To consider the 2019/20 year-end Internal Audit Report from Rosie Darkin-Miller. DEFERRED for consideration at a Finance Committee meeting to take place on 3rd August 2020.

19. To consider and agree its response each of the Governance questions in section 1 of the 2019/20 AGAR, in preparation for its submission to external auditors PKF Littlejohn. DEFERRED for consideration at a Finance Committee meeting to take place on 3rd August 2020.

20. To consider and approve the accounting statements at section 2 of the 2019/20 AGAR, in preparation for its submission to PKF Littlejohn. DEFERRED for consideration at a Finance Committee meeting to take place on 3rd August 2020.

21. Confirmation that the Council wishes to go ahead with acquisition for £1 of the BT phone kiosk at Ferry Road, Shell Bay. Despite the Parish Council having just been sent a contract by BT for purchase of the Shell Bay kiosk, it was noted that the kiosk had been removed. The Parish Clerk also reported on the email he had received from the Dorset Council officer responsible for liaison with BT on behalf of local councils regarding requests to adopt telephone kiosks. This email had included an apology that the officer concerned had mishandled the Council's request to adopt and purchase the kiosk.

Members expressed considerable disappointment that the Council may have lost the opportunity to retain one of the most photographed and iconic rural telephone kiosks in the country. This was

coupled with frustration that this had evidently happened as a result of some mishandling by the Dorset Council officer responsible for the liaison with BT.

The Parish Clerk was asked to write to BT to request reinstatement of the kiosk. **Action: Parish Clerk to write to BT accordingly.**

Cllr Brooks indicated that she would speak to the DC officer concerned, and his line manager, Mr Garrity. She asked for copies of the relevant emails from the officer, which the Parish Clerk subsequently sent to her.

22. Motion: "Studland Parish Council responds to the request for funding a fly mower for use in the churchyard; the sum granted to be decided at the meeting on 20.07.20" Proposed: P Bowyer. An amended motion was proposed by Cllr Hammond and **seconded by Cllr Ferguson** to respond to this request by asking the applicant for supporting evidence which illustrates why they are unable to meet the cost of this from their existing funds. This amended motion was **CARRIED** by 3 votes to 1. **Action: Parish Clerk to write to the applicant.**

23. Motion: "SPC to consider and approve the recommendations and associated cost of remedial work to meet the Website Accessibility requirements as detailed in a report provided by Mr J Witterick." Proposed: N Boulter. The content of this report was noted and Mr Witterick thanked for it. Mr Witterick and the Parish Clerk were asked to liaise to prepare recommendation to include an estimate of the cost of undertaking the necessary remedial work, for consideration at the Finance Committee meeting due to take place in early August. **Action: Parish Clerk to liaise with Mr Witterick on this.**

24. Motion: "Studland Parish Council requests that the relevant authorities enforce the current legislation concerning speeding craft within the areas marked by the buoys in Studland Bay" Proposed: P Bowyer, Seconded P Hammond; CARRIED.

The Parish Clerk was asked to communicate the above to the Legal Department of Dorset Council and Cllr Ray Bryan, DC portfolio holder for the Environment (cc to Cllr C Brooks). **Action: Parish Clerk to write to the DC Legal Department and Cllr Bryan accordingly.**

Cllr Bowyer reported that he has agreed to represent the Parish Council at a site meeting arranged by Bridget Betts, Environmental Advice Manager, Dorset Council regarding the issues surrounding water safety, complaints about water vehicles (especially jet skis) and the operation of the by-law and use of the marker buoys etc. This meeting is due to take place in the afternoon of Tuesday 28th July 2020.

25. Motion: "Studland Parish Council responds to the current consultation on the DAPTC constitution by 01.09.20" Proposed: P Bowyer.

Cllr Bowyer agreed to circulate a copy of the DAPTC constitution to members to enable them to consider this matter. **Action: Cllr Bowyer to circulate the constitution accordingly.**

26. Motion: "Studland Parish Council requests that its representatives to the next relevant meeting of the Purbeck Area Committee support a member driven review of the DAPTC". Proposed P Bowyer, Seconded Cllr Hammond. CARRIED.

27. Motion: "Studland Parish Councils conducts a Training Needs Analysis for its members in accordance with the Council's policy on training and development." Proposed: P Bowyer seconded Cllr Hammond. CARRIED. Cllr Bowyer indicated that he would draft a form to gather

from members their perceptions of their needs for training. **Action: Cllr Bowyer to produce and distribute the form accordingly.**

28. To note the forthcoming scheduled SPC meetings.

- Finance Committee meeting, 3rd August at 7:30pm online.
- Full Council meeting, 17th August at 7:30pm online.
- Parish Clerk to arrange with E Wright and T Churcher to reschedule the Parish Council NT Liaison meeting for early September.

29. To identify items for future agendas.

None noted.

The meeting closed at 21:06

SIGNED..... (Chairman)

DATE.....

Minutes prepared by Mr T Watton, Parish Clerk