

**MILBORNE ST ANDREW PARISH COUNCIL**  
**13 Stileham Bank, Milborne St Andrew, Dorset, DT11 0LE**  
**07419 136 735**  
**milbornestandrew@dorset-aptc.gov.uk**  
[www.milbornestandrew.org.uk](http://www.milbornestandrew.org.uk)

Dear Councillor,

You are summoned to attend a meeting of the **Parish Council** to be held on **Wednesday 03<sup>rd</sup> January 2024 at 7.00pm** in **Milborne St Andrew Village Hall**.  
Absence should be given to the Clerk/Chair prior to the meeting.

*Wayne Lewin*

Parish Clerk and Responsible Finance Officer

*The meeting is open for members of the public and press to attend. Members of the public are invited to ask questions of the Council concerning Agenda items or other matters. During the meeting, with permission of the Chair, any member of the public may comment on an issue being debated by the Council to provide information or clarification. This facility will normally be limited to a maximum of three minutes per person on the subject being debated.*

**Full Council**

1. Apologies for absence
  2. Declarations of pecuniary or other interest
  3. Minutes of the previous meeting held on 06<sup>th</sup> December 2023
  4. Clerk's report
  5. Chair's update
  6. Public participation (items on the agenda)
  7. Parish Councillors and representatives' reports that effect Parish Council matters
  8. Dorset Councillors report
  9. Planning
    - a. P/HOU/2023/07112  
Former Coach House The Old Rectory Chapel Street Milborne St Andrew Dorset DT11 0JP  
Install roof lights to north elevation
  10. Financial matters
    - a. Payments for authorisation
    - b. Q3 budget report
  11. Additional purchase of 'Spring into Action' item(s)
  12. Setting the Precept for 24/25
  13. Public participation (items not on the agenda) – for discussion only
  14. Items for the next meeting
  15. Date of next meeting
- 07<sup>th</sup> February 2024  
Milborne St Andrew Village Hall at 7pm



# MILBORNE ST ANDREW PARISH COUNCIL

13 Stileham Bank, Milborne St Andrew, Dorset, DT11 0LE

07419 136 735

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Minutes of the Full Council held at the Village Hall, Milborne St Andrew  
on Wednesday 06<sup>th</sup> December 2023 commencing at 1900 hours

**Present:**

Cllr's Richard Macnair, Amy Stephens, Jane Macleod, Rob Greening, and Jayne Williams

2 members of the public

**Full Council**

**1. Apologies for absence**

Cllr Batchelor and Cllr Parker (DC) sent apologies.

**2. Declarations of pecuniary or other interest**

Cllr Greening declared an interest in agenda item 14.

**3. Minutes of the previous meeting held on 04<sup>th</sup> October 2023**

These were approved as a true and true and accurate record of the meeting.

**4. Clerk's report**

The Clerk reported on matters from the last meeting, correspondence, and other matter.

There were no further questions from Councillors.

**5. Chair's update**

The Chair confirmed that he and Cllr Greening attended the afore mentioned meeting arranged by the Environment Agency.

It was agreed that it was very informative provided little in the way of any further information on how to prevent flooding.

**6. Public participation (items on the agenda)**

There were no comments.

**7. Parish Councillors and representatives' reports that effect Parish Council matters**

Cllr Stephens confirmed that she had stepped back from being a formal PC representative on the Village Hall committee but remained happy to be a liaison if required.

**8. Dorset Councillors report**

Cllr Parker wished to remind members and the public that the next round of household support grant was now available to apply for from Dorset Council.

**9. Planning**

**a. P/HOU/2023/06047**

**36 Hopsfield Milborne St Andrew DT11 0LD**

**Erect single-storey and two-storey rear extension with external alterations**

The Parish Council supported this application.

**b. P/LBC/2023/00606**

**Frogmore Cottage Milton Road Milborne St Andrew Dorset DT11 0LA**

**Install new roof to existing extensions & replacement windows**

The Parish Council supported this application subject to any recommendations by the Listed Buildings Officer.

**10. Financial matters**

**a. Payments for authorisation**

**10 payments (PV 48-57) totalling £ 1775.25**, were approved, and authorised for payment.

**11. Sandbag storage, usage, and disposal**

Cllr Stephens wished to thank the Village Hall for providing a shed for the storage of sandbags. It was agreed by all that signage was needed to ensure the public knew which shed the sandbags were located in. **The Clerk would procure this.**

It was also agreed that the current bolt and latch closing system was more than adequate for the security of the sandbags.

Members also agreed that a wheelbarrow for public use was not required.

The Clerk agreed to publicise the availability of sandbags via Facebook and the Parish Noticeboards. It was also agreed that an article would be submitted to the reporter.

To conclude, the Clerk would draw up a condition of use criteria to be posted inside the shed.

**12. New village signage**

Members agreed that the wider gateway sign was much better.

The design was excellent, and Cllr Bachelor was thanked for her efforts on this project.

**The Clerk would obtain two more quotes, with a view to deciding at the January Meeting.**

**13. Grant request from Friends of MSA first school**

A grant of £100 was approved towards the advertising and supply of tickets to the Community.

**14. Milborne 'Spring into Action' – bulb planting proposal**

Mr Greening requested no more than £100 (net) for the purchase of spring bulbs and associated tool, to plant in public areas.

If successful, the project would be extended to other areas within the village.

It was also requested that the Parish Council form a Working Group, of which he would be the Council lead, which would then provide the insurance cover for the project.

To conclude, all this this would offer out to the Community, including the school for volunteers.

**This project was unanimously approved.**

**15. IT provisions looking ahead**

Notwithstanding a few minor issues with the website and emails, the Clerk felt the system was in a 'it's not broken, let's not fix it' situation.

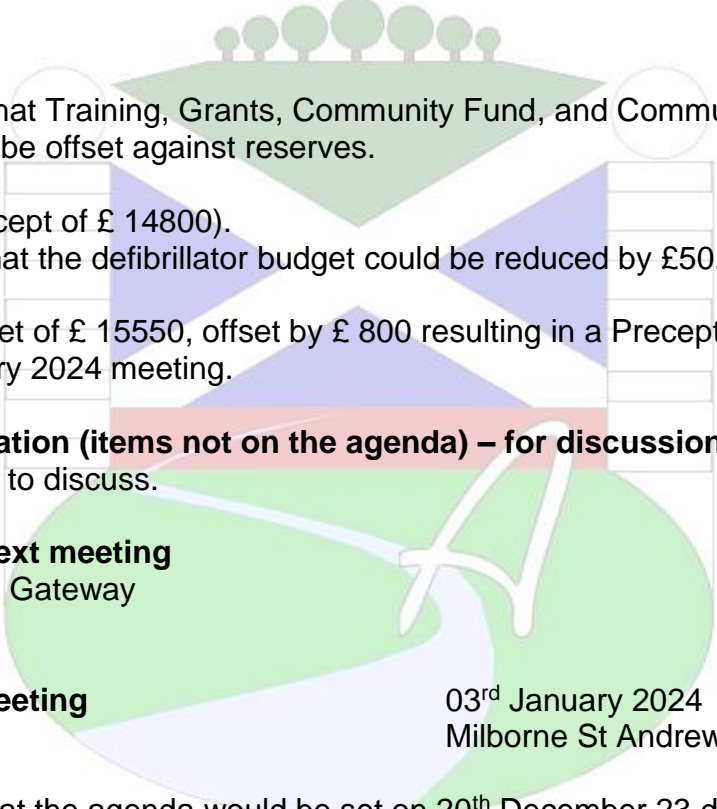
It was agreed to move this matter to the next Council term of office.

**16. Approval of meeting dates H1 2024**

Members agreed to meet on the first Wednesday of each month, not including April.

**17. Initial Precept discussion**

A draft budget of £ 15600 (23/24 £ 14884) was produced by the Clerk.

The logo of Milborne St Andrew Parish Council is a shield-shaped crest. At the top, there is a green hill with five stylized trees. Below the hill, the shield is divided into several sections: a central white section with a blue border, and two blue sections on either side. A red horizontal band crosses the middle of the shield. The bottom of the shield is green. The entire crest is set against a background of a light blue sky and a green field.

It was recommended that Training, Grants, Community Fund, and Community Assets Fund (totalling £ 800), could be offset against reserves.

Thus, producing a Precept of £ 14800).

Members suggested that the defibrillator budget could be reduced by £50. This was agreed.

In conclusion – a budget of £ 15550, offset by £ 800 resulting in a Precept of £ 14750 would be proposed at the January 2024 meeting.

**18. Public participation (items not on the agenda) – for discussion only**

There were no matters to discuss.

**19. Items for the next meeting**

Procurement of Village Gateway

Setting the Precept

**20. Date of next meeting**

03<sup>rd</sup> January 2024

Milborne St Andrew Village Hall at 7pm

The Chair stipulated that the agenda would be set on 20<sup>th</sup> December 23 due to the public holidays and staff leave.

**There being no further business the meeting closed at 1946 hours.**

**Richard Macnair** \_\_\_\_\_ **Chair to the Milborne St Andrew Parish Council**

## ***Clerks Report – January 2024***

### Update from the previous meeting

1. Sandbag Store sign purchased
2. 300 bulbs purchased and planted
3. Two quotes received, waiting on DC

### Correspondence

1. Dorset Community Tree Project
2. Milborne St Andrew Church Hill gauge

### Other Matters

1. Chase up to DC on road traffic calming project
2. Enquiry to Wyatts as to why HiP not open
3. Chase up to DC on gates for RoW 14/21

**Planning Services**

County Hall, Colliton Park  
Dorchester, Dorset, DT1 1XJ

📞 01305 838336- **Development Management**

📞 01305 224289- **Minerals & Waste**

🌐 [www.dorsetcouncil.gov.uk](http://www.dorsetcouncil.gov.uk)

P - Milborne St Andrew PC

**Date:** 11 December 2023

**Ref:** P/HOU/2023/07112

**Support Officer:** Nicola Holdsworth

**Area:** Northern

📞 01305 838336

✉ [planningnorth@dorsetcouncil.gov.uk](mailto:planningnorth@dorsetcouncil.gov.uk)

Dear Sir/Madam

**Application No:** P/HOU/2023/07112

**Location:** Former Coach House The Old Rectory Chapel Street Milborne  
St Andrew Dorset DT11 0JP

**Proposal:** Install roof lights to north elevation.

The above application for, Householder Planning Permission has been received.

The application can be viewed online. You will need to accept the terms and conditions to enter the online planning register.

**Any comments you wish to make must be made**

**Through the website using the link or qr code**

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=401935&cuuid=33A04AED-EF31-4A49-BB46-7CFC5A87663D>



**This link is unique to each consultee for each individual application.**

**Important - do not share this link, it is unique to you as a consultee in our system.**

**Using the link ensures your comments are processed efficiently.**

We can only consider material planning considerations, when assessing and determining the application'. We cannot accept anonymous comments and all comments received along with your name and address will be published on our website.

If i do not hear from you by the 1 January 2024 council will proceed to make a recommendation. Our decision will be published on our website.

Yours sincerely

**Nicola Holdsworth**

## **Planning Technical Support Officer - Northern Team**

Milborne St Andrew Parish Council Payments 2324																					
Date	Payee Details	Item	PV	Chq no	Amount	Wages	Pension	Expenses	Administration	Insurance	Hall Hire	Pro fees	Community Fund	Community Asset	Defibrillator Fund	Training	Grants	Green Spaces	VAT	Reserves	Total
05/04/2023	Dorset Council	New Gates	1	721	1,028.40														171.40	857.00	1028.40
05/04/2023	Displaypro	Coronation Advertising	2	725	54.07														54.07	54.07	
05/04/2023	The Ribbon Room	Coronation Decorations	3	723	27.11															27.11	27.11
05/04/2023	DAPTC	Subscriptions	4	724	466.32				45.00			421.32									466.32
03/05/2023	Wayne Lewin	April Wages	5	726	384.29	369.29		15.00													384.29
03/05/2023	Net World Sports	Sports Equipment	6	VISA	82.78									68.98					13.80		82.78
03/05/2023	Paul David	Grass Cutting Q1	7	727	983.00												983.00				983.00
03/05/2023	Tesco	Litter Pick Refreshments	8	VISA	37.30								31.08						6.22		37.30
03/05/2023	MSA Village Hall	Hall Hire	9	728	40.00						40.00										40.00
03/05/2023	Makkah	Coconuts for Coronation	10	729	4.95														0.82	4.13	4.95
03/05/2023	MSA Sports Club	Sports Equipment	11	730	31.02									31.02							31.02
07/06/2023	Wayne Lewin	May Wages	12	731	384.29	369.29		15.00													384.29
07/06/2023	Amazon	Boules Equipment	13	VISA	95.92									79.93					15.99		95.92
07/06/2023	Andy Brown	Punch and Judy	14	CASH	100.00															100.00	100.00
07/06/2023	Kevin Mahon	Coronation Ice Cream	15	732	219.90															219.90	219.90
07/06/2023	Smyths	Prizes for Coronation	16	733	46.99															46.99	46.99
07/06/2023	Range	Coronation Decorations	17	734	32.22															32.22	32.22
07/06/2023	Gallagher	Insurance Premiums	18	735	432.10					432.10											432.10
07/06/2023	Dorset Council	Speed Wires	19	VISA	330.00								275.00						55.00		330.00
05/07/2023	HMRC	PAYE Q1	20	VISA	276.77	276.60			0.17												276.77
05/07/2023	NEST	Pension Contributions	21	VISA	413.76	206.88	206.88														413.76
05/07/2023	PC World	Ink Cartridge	22	VISA	33.49				27.91										5.58		33.49
05/07/2023	Wayne Lewin	June Wages	23	736	409.49	369.29		15.00				25.20									409.49
05/07/2023	Amazon	Petanque Equipment	24	VISA	28.98									24.15					4.83		28.98
05/07/2023	MSA Village Hall	Hall Hire	25	737	40.00						40.00										40.00
05/07/2023	JP Consultants	Internal Audit	26	738	70.00							70.00									70.00
05/07/2023	Amazon	PRIME	27	VISA	0.49				0.49												0.49
05/07/2023	Dorset Council	Refill Grit Bin	28	VISA	46.20													38.50	7.70		46.20
05/07/2023	Paul David	Grass Cutting Q2	29	739	983.00													983.00			983.00
06/09/2023	Wayne Lewin	July Wages	30	740	384.29	369.29		15.00													384.29
06/09/2023	NEST	July Pension	31	VISA	137.92	68.96	68.96														137.92
06/09/2023	Amazon	Table Tennis Equipment	32	VISA	49.38									41.16					8.22		49.38
06/09/2023	ICO	Annual Fee	33	DD	35.00				35.00												35.00
06/09/2023	Amazon	PRIME	34	VISA	8.99				8.99												8.99
06/09/2023	Grays Store	Stamps	35	VISA	8.80				8.80												8.80
06/09/2023	Wayne Lewin	August Wages	36	741	384.29	369.29		15.00													384.29
06/09/2023	NEST	August Pension	37	VISA	137.92	68.96	68.96														137.92
06/09/2023	Interflora	Flowers	38	VISA	57.00								47.50						9.50		57.00
06/09/2023	Elite Playgrounds	Inspection	39	742	52.80								44.00						8.80		52.80
04/10/2023	NEST	September Pension	40	VISA	137.92	68.96	68.96														137.92
04/10/2023	HMRC	PAYE Q2	41	VISA	276.77	276.60			0.17												276.77
04/10/2023	Mark Storey	Planters	42	745	320.00									320.00							320.00
04/10/2023	RBLI	Unknown Tommys	43	744	350.00									291.67					58.33		350.00
04/10/2023	Wayne Lewin	September Wages	44	746	384.29	369.29		15.00													384.29
04/10/2023	Royal British Legion	Poppy Wreath	45	VISA	20.99								20.99								20.99
04/10/2023	MSA Village Hall	Hall Hire	46	747	40.00						40.00										40.00
04/10/2023	Paul David	Grass Cutting Q3	47	748	983.00													983.00			983.00
06/12/2023	Hugo Fox Ltd	Web Site Fees	48	749	122.28				101.90										20.38		122.28
06/12/2023	Wayne Lewin	October Wages	49	750	384.29	369.29		15.00													384.29
06/12/2023	NEST	October Pension	50	VISA	137.92	68.96	68.96														137.92
06/12/2023	Tesco	Remembrance Drinks	51	751	11.55								11.55								11.55
06/12/2023	Grays Store	Remembrance Drinks	52	751	6.00								6.00								6.00
06/12/2023	MSA Village Hall	Remembrance Drinks	53	751	5.00								5.00								5.00
06/12/2023	Wayne Lewin	November Wages	54	752	384.29	369.29		15.00													384.29
06/12/2023	NEST	November Pension	55	VISA	137.92	68.96	68.96														137.92
06/12/2023	Community Heartbeat	Annual Support Costs	56	753	486.00										405.00				81.00		486.00
06/12/2023	Friends MSA School	Grant Award	57	754	100.00												100.00				100.00
03/01/2024	Wayne Lewin	December Wages + BP	58	755	601.36	586.36		15.00													601.36
03/01/2024	J Parkers Bulbs	Daffodil Bulbs	59	VISA	48.12													40.10	8.02		48.12
03/01/2024	Amazon	Bulb Planter and Feed	60	VISA	46.48									29.99				8.74	7.75		46.48
03/01/2024	Boston Bulbs	English Bluebells	61	VISA	25.99													21.66	4.33		25.99
03/01/2024	Minuteman Press	Sand Bag Store Sign	62	VISA	20.40								17.00						3.40		20.40
03/01/2024	NEST	December Pension	63	VISA	219.04	109.52	109.52														219.04
03/01/2024	Paul David	Grass Cutting Q4	64	756	983.00													983.00			983.00
03/01/2024	Mole Country Stores	Bonemeal	65	VISA	9.98														1.66	8.32	9.98
03/01/2024	HMRC	PAYE Q3	66	VISA	331.00	331.00															331.00
Totals					14,912.82	5,086.08	661.20	135.00	228.43	432.10	120.00	516.52	458.12	886.90	405.00	0.00	100.00	4,041.00	492.73	1,349.74	14,912.82



Milborne St Andrew Parish Council					
	<b>Receipts</b>	<b>Current</b>	<b>Budget</b>	<b>Percentage</b>	<b>Difference</b>
		£	£		
	Precept	13,200.00	13,150	100.38	-50.00
	Rent	454.00	307	147.88	-147.00
	Grants	511.87	512	100.00	0.00
	VAT	1,059.55	373	283.70	-686.07
	<b>Total Receipts</b>	<b>15,225.42</b>	<b>14,342</b>	<b>106.16</b>	<b>-883.07</b>
	<b>Payments</b>	£	£		
LGA 1972 s112	Salaries	5,086.08	6800.00	74.80	1713.92
	Pension	661.20	884.00	74.80	222.80
	Expenses	135.00	200.00	67.50	65.00
LGA 1972 s111	Administration	228.43	200.00	114.22	-28.43
	Insurance	432.10	500.00	86.42	67.90
	Hall Hire	120.00	200.00	60.00	80.00
LGA 1972 s111	Professional Fees	516.52	650.00	79.46	133.48
	Community Fund	458.12	200.00	229.06	-258.12
	Community Asset Fund	886.90	200.00	443.45	-686.90
LGA 1972 s137	Defibrillator Fund	405.00	450.00	90.00	45.00
PCA 1957 Section 3	Training	0.00	200.00	0.00	200.00
LGA 1972 s137	Grants	100.00	400.00	25.00	300.00
	Green Spaces	4,041.00	4000.00	101.03	-41.00
		<b>13,070.35</b>			
	VAT	491.07	0.00		
	Reserves	1,341.42	0.00		
	<b>Total Payments</b>	<b>14,902.84</b>	<b>14,884.00</b>	<b>87.81</b>	<b>1,813.65</b>

**24 - 25**

7400.00  
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4000.00

**15550.00**

Milborne St Andrew Parish Council					
	<b>Receipts</b>	<b>Current</b>	<b>Budget</b>	<b>Percentage</b>	<b>Difference</b>
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	Grants	511.87	512	100.00	0.00
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LGA 1972 s137	Grants	100.00	400.00	25.00	300.00
	Green Spaces	4,041.00	4000.00	101.03	-41.00
		<b>13,070.35</b>			
	VAT	492.73	0.00		
	Reserves	1,349.74	0.00		
	<b>Total Payments</b>	<b>14,912.82</b>	<b>14,884.00</b>	<b>87.81</b>	<b>1,813.65</b>

**24 - 25**

7400.00  
1000.00  
200.00  
400.00  
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**15550.00**