

Draft Minutes (amended)

WINTERBORNE ST MARTIN PARISH COUNCIL

27th July 2023 - 7.00pm at St Martin's Church

Present -Mark Pemberton (Chair) MP, David Hutchings DH, David Read DR, Richard Eversden RE, Andy Daw AD.
12 members of the public.

Preliminaries:

Public period for comments on issues on the agenda – 5 minutes per speaker.

2 members of the public spoke about planning application 03361 – change of use from farm shop to wedding venue accessories storage, Stevens Farm. Specifically in relation to the amount of predicted additional traffic that this would cause. 1 member of the public advised that they were present to support this planning application.

1 member of the public stated that they were very interested in any developments on The Reading Room / Memorial Hall.

Report from Dorset Council Councillor – A note had been given to MP advising that we should not let Wessex Water off the hook. MP advised that he had written to the head of development who had promised to send feedback regarding the survey work that they have carried out.

Report from Police Liaison



Parish Crime +
Incident Report June 2

Nothing Reported for Winterborne on last report – although a van had been stolen recently it was not on this report as the date is historic so it should appear on the next report.

27/7 - 1 To receive apologies for absence - Karen Delafield, Raphaella Rookes.

27/7 – 2 To receive declarations of personal and pecuniary interests or grants of dispensation - None

27/7 - 3 To approve the minutes of the Parish Council meeting held on 22/06/2023 – MP advised that he was not able to approve these minutes as Martin Usherwood had been mis-spelt as Martin Underwood and lower case had been used instead of upper case on his initial.

MP proposed not accepting minutes because of this error all voted in favour – motion carried.

No other matters of fact were challenged.

(An amended version will be submitted at the next meeting).

27/7 – 4 Matters arising from the minutes that are not covered on this Agenda.

MP requested an update on outstanding comments for slurry storage. 03057 -Clerk advised this was received as an information only document and not a full planning application and as not all councillors had responded with their comments no comment had been submitted. MP advised that a full planning application had now been made.

MP requested an update on whether the reading room was within the new conservation area – Clerk reminded council that the area plans had been sent to all, but they were still presenting as draft. Martin Usherwood commented that on the bottom of the plans it noted that the boundaries had been adopted even though the title states draft. MP requested Clerk to make more enquiries to confirm the definitive position.

The Council voted to move to planning at this point in the meeting – Please refer to 27/7 below.

27/7 – 5 Finance: -

5.1 To approve the schedule of payments and bank reconciliation.

MP advised that he was not able to open the this from our Website.

MP advised that he and AD had had checked the reconciliation and confirmed it correct.

AD proposed to accept, DH seconded, all voted in favour.

Statement from Chair on Published Reconciliation confirming the following bank balances:

£25,580.30 in Treasurers Account £10,044.29 in Savings Account £35,624.59 in total.

MP advised more than £16,000 of this is CIL money and therefore ring fenced.

MP asked the meeting if anyone had any questions on this. A member of the public asked the council to confirm that the CIL money had not been spent on anything so far. MP confirmed. The member of the public expressed concern as this money should be spent on parish improvements, and if it is not, then the money has to be returned. MP confirmed that after 7 years it can go back but does not have to. MP confirmed that all applications for funding thus far had been voted against by the council. MP also confirmed that another application had been received this week which needed further investigation before submitting to vote and that there were other projects in progress which CIL money may be allocated to.

The Clerk reminded the council that the CIL money should be spent on the parish and not held on to.

5.2 Corrections following Audit 2022 to 2023

MP advised that he had completely reviewed the accounts from the last financial year to find the variant. He advised that he had found the following errors:

£25 Credit was recorded as a debit.

£18.97 of interest gained from the deposit account had not been credited.

MP advised that because the AGAR documents round numbers, we would not get the figure exact.

Motion: that the Council should:

Manage our Cash Book for 23/24 with a start point of the actual account holdings on 1 Apr 23.

That our Clerk, as RFO, should seek advice on how we take forward correction of the incorrect AGAR figures. That this document should be appended to our Financial Reports.

Proposed MP Seconded RE – All voted in favour.

The Clerk advised that as a majority vote had been taken to accept the auditor's advice and open the cash book for 23/24 using the AGAR figures with an adjustment then this could not be voted on again for 6 months without special permission. In order to achieve this, two members of the council are required to write to the Clerk with the request in the first instance. After this, it is brought to the agenda for the council to decide if they do want this on the agenda to revisit.

Statement from RFO on published variances

Staff expenses, i.e. mileage and office use, had been recorded in the staffing expenses, but should have been recorded in the general expenses as these are not considered as a staffing cost. Staff costs were recorded as £2,861 when they were in fact less at £2,564.40. The % variation of staffing costs from the previous year were not therefore 16.27% lower, but 24.9% lower.

5.3 a) The Clerk arranges to top up the Council's savings account to the value of its CIL, Reserves and Grant Funds. (The savings account currently holds c£10k, the current value of the CIL, Reserves and Grant Funds is c £24k, with maybe c20K more CIL on its way)

Proposed MP Seconded AD – all voted in favour.

b) The current interest rate on our savings account appears to be less than 1%. The Clerk is asked to investigate the marketplace and propose a more beneficial account to the next meeting, should one exist.

Clerk advised that we are currently receiving a 1.7% rate of interest on the deposit account with Lloyds and that the banks are currently under scrutiny regarding the low rates of interest on offer and therefore these rates are very likely to be raised. The best rates on offer currently were with building societies with the Yorkshire BS offering 4.2% with instant access.

AD advised that we need to ascertain if the Yorkshire BS will do business with a parish council and whether we as a PC are permitted to do business with them. Clerk will confirm with the DAPTC and present a proposal at the next meeting.

5.4 Clerks Payroll Update.

Clerk suggests, as good practice, employing a professional payroll company to administer the Clerk's wages, PAYE, pension and pay increments at a cost of £20 per month as this process is complicated and liable to fines if not processed correctly. This was a recommendation from the internal audit.

Clerk to submit tenders to put forward as a motion at the next meeting.

5.5 Scribe Accounting / Finance Package

Clerk explained problems with Excel that many PC's have experienced. The DAPTC recommend using Scribe and have advised they have released a light touch low-cost option. Clerk advised she would be happy to use her own (unpaid) time if allowed to undergo any additional training costs for Scribe. Clerk to provide costings and explanations for potential purchase at the next meeting.

27/7 – 6 Planning Consultations: -

6.1 Planning application P/FUL/2023/03361 – Closing date for comments 01/08/2023

Change of Use from Farm shop to wedding venue
accessories storage. Location: Farm Shop
Stevens Farm Access Road To Stevens Farm
Martinstown
DT2 9JR

MP read out the initial agreed comment from the council that had been made prior to the extension being granted. This was then the basis of further discussion amongst the council members present and they considered the comments that had been made by the public at the beginning of the meeting. The council concluded that this business did not itself add to the amount of traffic and it appeared to be other businesses operating in the same area that were causing this increase.

A vote took place – DH, AD, DR in favour – MP, RE against. – Motion carried in Favour of this Planning Application.

**6.2 Planning Application P/FUL/2023/03550 – Closing dates for comments 07/08/2023.
Storage unit in field at rear of Rylstone.**

The councillors discussed and concluded and voted as follows:

MP, DH, DR, AD 4 in favour 1 RR against. Motion carried in Favour of this Planning Application.

The Council are in favour of the proposal but with the following caveats:

- that a 10 year restriction be applied to future proposal for change of use of the site.
- that the public footpath forming part of the Village Circular walk be maintained throughout.
- that a Design and Access Statement be required protecting the village green, including the tarmacked part of the village green, over which the owners of Rylestone may have an easement, from parking of construction vehicles, and that any damage occurring to this PC asset due to construction traffic be accepted as the responsibility of the owners of Rylestone to make good.

27/7 – 7 Report back from Staffing Committee meeting held earlier today.

Confirmation of an appropriate councillor for staffing responsibilities with an agreed date for an annual appraisal review for the clerk.

The Chair stated that they had been unable to hold the Staffing Committee meeting earlier due to the lack of the required number of members and then described disagreement between himself and the Clerk about the wording of this Agenda Item. There followed a debate about whether the topic was suitable for discussion at an open meeting and following several exchanges it was determined that the matter would be dealt with later in closed session.

27/7 – 8 Dorset Community Governance Review Order

Clerk explained that as this had already taken place and been decided by the governing bodies, she was unclear as to what the council were asking her to do regarding this. MP advised that we could do nothing about it but there was further information that was requested by KD. The Clerk explained that as per the response that council had received back from the request she had made, they had all received a copy of this and that she was unclear what further information was being requested. MP advised he would confirm this out of this meeting.

27/7 – 9 Reading Room / Memorial Hall

Reports from Working Group: DR, RE, DH

DR advised that to progress and complete the handing over of the Reading Room to the PC he needed the ability to sign documents on behalf of the PC. The problem is that the solicitor instructed to act on behalf of the PC cannot act without having all the documents, and the documents won't be released unless they are signed for.

MP stated that we must have legal advice before anything is signed for in the name of the PC. It seems that the current trustee's solicitor will not allow the PC's solicitor to view the documents until we have taken legal ownership. The trustees are very keen to hand everything over to the PC but are requesting it be officially signed for. DR advised

that the clause relating to indemnity states 'future indemnity' only. DR stated that the signature is needed for the Reading Room to be handed back to the PC and he does not see a problem with this. It was agreed that the PC's solicitor be instructed to contact the current trustee's solicitor to request sight of the document concerned, and to advise if the PC should agree to sign this.

There is no update on building costs but RE stated that the room has a very good ventilation system installed and there is no evident sign or smell of damp, and the general fabric of the building is good

The WG's approach to the Public Ownership Fund opportunity – DR advised this would be pursued once ownership is confirmed.

Future Uses – possible meeting room for PC and or consider offering it out to tender.

MP stated that if we could not have legal title does the PC want it. RE reminded the meeting that we did not have legal title of the garage, but we have taken ownership.

27/7 – 10 Highways and Rights of Way

Highways responsibility is now vacant. MP requested a councillor to take on this role. Nobody from the council was prepared to take on this role.

Rights of Way – DR advised that residents were complaining of privately owned overhanging hedges, and he had notified the ranger and was waiting to hear back. If a privately owned hedge or similar is blocking a footpath, then the owner can be fined.

27/7 – 11 Flood and Riverbanks

Update by Exception - RR

27/7 – 12 Washpool

AD – confirmation has been received that providing we stick to the original guidance we can use anybody for the repairs. AD and RE will endeavour to remove the tree stump manually to avoid breaking the stone and then ascertain the damage.

22/7 – 13 Grounds

AD had met with the grounds contractor and was able to show him the areas he has missed, he will address these on his next visit. With regards to the car park area at Fishers Barn, AD asked for permission to produce a Parish Council notice to put on windscreens requesting owners to move their vehicles on a certain date and time to allow the area to be tidied. MP agreed to this. AD had also discussed the bus stop area with him so good progress is being made.

Clerk advised that all invoices to the grounds contractor had been paid and that the July Invoice had just arrived. Authorisation to pay the July invoice was given.

AT 20:33 RE LEFT THE MEETING.

27/7 – 14 Coronation and Memorial Village Asset Purchase Update.

MP Confirmed that a tree was being donated and no further action had been taken about the benches.

27/7 – 15 Correspondence to be discussed and noted.

An application had been received for match funding using CIL funds to the value of £5,000 for audio visual equipment for the Village Hall. MP has requested a further breakdown of figures and is happy to be the lead councillor to manage this application. Once further information on the breakdown of figures and funds have been received it will be presented, discussed, and voted on. MP explained that to allocate CIL money required more information than had been provided in this initial application. Martin Usherwood provided further information regarding this funding application and confirmed that he had managed to secure £5000 from the VIP fund.

27/7 – 16 To consider urgent matters to report from members and items for the next meeting. To include an open forum 10 minutes.

MP confirmed the resignation of KD from her position as Vice Chair and a member of the staffing committee. MP asked if any member was prepared to take on these roles.

AD confirmed that he was willing to join the staffing committee.

MP proposed DH Seconded – all voted in favour.

Nobody was willing to take on the role of Vice Chair at this point in time.

A member of public confirmed that the road safety speeding unit was currently in the village and that Wessex Water are spending £700,000 on new water pipes in Litton Cheney.

A member of public asked for clarification on Audio Visual Equipment for the village hall – this was provided by Martin Usherwood.

A member of the public had sent DR some ideas for the ER Memorial which were noted as being on church property rather than PC owned land.

The meeting closed at 20:49

27/7 – 17 The next meeting will take place at 7pm on Thursday 24th August 2023.

Signed by The Clerk

Website: www.winterbornestmartin-pc.gov.uk Email: Clerk@winterbornestmartin-pc.gov.uk