

WINTERBORNE ST MARTIN PARISH COUNCIL

Draft Minutes of the Parish Council meeting held on Thursday November 2022, 7.00pm at Winterborne St Martin Church

In Attendance

Cllr Pemberton (Chair) (MP), Cllr Delafield (Vice Chair) (KD)

Cllrs Usherwood (MU); Read (DR); Eversden (RE); Rookes (RR) (following co-option at 4.1 below); Tessa Safadi (Outgoing Clerk) Wendy Brimicombe (Incoming Clerk)

5 Members of the public.

Welcome and to receive any apologies for absence

Cllr Daw (AD), Cllr Follett (DF) and Dorset Council (DC) Cllr Roland Tarr (RT) sent apologies

To receive declarations of interest and grants of dispensation

None received

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

No matters were raised

Reports from Dorset Council Councillor and Police Liaison

Cllr Tarr had provided a telephone update to Cllr Delafield. Maiden Castle footway closures will continue to be closed for surface repairs until by mid-Dec. RT will be looking at the stream with the view to encouraging DC to contribute to its maintenance. No PCSO report was received.

24/11 – 2 To approve the draft minutes of the Parish Council meeting held on 27th October 2022. (A)

Substantive points	Member of the public requested a change to published draft minutes so her email was quoted verbatim: "Why did the Parish council undertake the clearance of the Winterborne stream for areas such as those in front of the Magna Housing properties at Manor Grove and the border of Church Farm resulting in Council Taxpayers subsidising commercial organisations" Response: "The decision was taken over the past two Parish Council meetings to mitigate the risk of flooding in the centre of the village. This was a democratic decision made by the Council in the interests of the safety and well-being of the whole village and in the light of the lack of maintenance support from Dorset Council".
Result	Proposal by MP seconded by RE, approved 3/4 with one abstention Revised minutes with quote were approved: Proposed by MU seconded by KD 5/5

Actions	
Notes	Contractor quoted on the basis of the current condition of the stream

24/11 - 3 To discuss matters arising from the minutes not covered in this Agenda.

Substantive points	Agenda, appendices plus minutes, action tracker amounted to 14 pages, were too many pages. Perhaps appendices should only be available by telephone request. To be considered in the future
Result	
Actions	Clerk to add to next agenda
Notes	

24/11 – 4 Co-option and elections

24/11 - 4.1 Proposal: To approve the Co-option of New Councillor Mrs Rookes, MP

24/11 – 4.2 Election update to be noted.

Substantive points	Proposal Nobody has stood for the formal election vacancy which is due 1 Dec 22. No election update received.
Result	All agreed to co-option of RR,
Actions	RR signed her papers
Notes	

24/11 – 5 Introduction to New Clerk Mrs Wendy Brimicombe

Substantive points	Report WB has been briefed by TS
Result	
Actions	
Notes	

24/11 – 6 To note the statement of expenditure to date and bank reconciliation (B) and to approve the schedule of payments since the last meeting. (C)

Substantive points	Report: DF has certified reconciliation on 14 Nov 22 of £33,380 including CIL. Some items still outstanding for this FY.
Result	Appendices B & C approved, 5/6 , 1 abstention
Actions	Clerk to get in touch with DAPTC. DF to confirm in writing. RR to take on next reconciliation
Notes	DAPTC training schedules have been inconsistent. DR noted he had applied for a DC grant to fund stream clearing. TS noted we were still trying to change the address on the bank account and remove previous Cllr DW from the account.

24/11 – 7 Finance to note and approve.

24/11 – 7.1 Draft budget: KD/MP

Proposal: The Council agrees the budget plan and retains the precept at £8,700 as per the last two years. Proposed Cllr. Delafield, Seconded Cllr. Pemberton

Draft budget papers, including Asset update, have been circulated separately and are available on request.

Substantive points	<p>Proposal</p> <p>The Chair immediately proposed an amendment to the motion as this was based on his misunderstanding of the basis for the Precept as DC have not yet announced the number properties in the tax base. The revised motion to read “The Council agrees the budget plan adjusting the precept to £9000”.</p> <ul style="list-style-type: none">a. An uplift of 3.5% which equates to roughly £1.00 per year to a band D property, depending upon tax base information yet to be received from Dorset Council. This doesn’t shield us from inflation at 10%. Current reserves, are being used into to keep the precept at this level. The reserves have built up as we haven’t spent on a costly website. DR raised concerns about the reserves being used.b. RE asked if the cost of stream cleaning could be found from CIL money instead of reserves. MP said we would continue to pursue DC for a Highway’s contribution. RE noted DC had stated adjacent landowners are responsible for both Highways riverside banks. No legislation has been provided or found to support this position and the PC has no legal advisers.c. DR asked if riparian owners would contribute? Enforcement is difficult, even DC don’t prosecute. This matter has been debated previously.d. MP asked about the VG £3000 special fund reserve for the tarmacked access road. RE said this would be insufficient if we needed to resurfaced. MP asked about the £2000 special fund reserve for the garage. KD suggested combining all reserves and calling it a contingency fund which could be used for all maintenance going forward. All agreed.e. MU raised the increase in grass cutting costs. MP noted there would be inflationary pressures plus we agreed in principle look at increasing the area cut to include the churchyard. KD mentioned our grass cutting costs have historically been low and we haven’t been charged much this year due to drought.
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- f. £510 VAT reclaim for dragon's teeth still to be made, **clerk to check when the claim will be made and to add into budget spreadsheet 23/24.**
- g. Re-leasing the garage would be by sealed tender. MU suggested we should assume same as previous years and assume a full 12 months rent. RE said we should receive a much higher rent than currently received. **All agreed the garage should be leased 6/6 and include a lease break clause and rent reviews. Action MU**
- h. MU asked if we are paying for the HF website as its not on the spreadsheet. Last year's budget had £170 for domain costs. HF website is FoC, we pay only the gov.uk domain.
- i. Income from allotments was confirmed to be added to 23/4 budget spreadsheet. **Action Clerk**
- j. Extra verge cutting agreed in 2022 was still being budgeted for and was wrapped up in new grass cutting estimate
- k. Bench maintenance for the five benches still covered in the budget. No maintenance so far in 22-23 despite. £250 pa to spend this year and the concrete bench needs work or replacement. **No volunteer to take this forward**
- l. 2200 stream clearance, tender contract is for 3 years. This has already been voted upon. Farmers have cleared, the difficulty is DC and their response. Those who think this needs revisiting should raise an alternative proposition in the future meanwhile whilst we will budget for the contracted cost
- m. MU raised the question of the space in the V+V Magazine. MP will do the next article and then Council can decide how it will be done going forward, MP suggested Councillors take turns. **It was proposed that we reduce to half a page proposed by MU seconded by DR, not carried 2/5**
- n. DR should Waste Watch bins be on the Asset Register (other WPBs are DC assets.) Agrees the asset register needs to be revisited following a discussion. **Action Clerk - for January Agenda.**
- o. MP suggested the washing pool coming maintenance should be covered by the newly created contingency fund. **All agreed**
- p. MP suggested ringfencing £500 for the section 137 grants, which is for things not covered by the budget but must be for the benefit

	<p>of the public. Clerk advised this can only be used for items not covered in the Council's powers. All agreed.</p> <p>q. DR voiced reservations about using reserves to permit a lower increase in precept.</p>
Result	<p>After a lengthy discussion the motion to approve a £9000 budget in principle, and make an according precept request was agreed. Proposed RE, Seconded MP. Carried 5/6 with DR abstaining</p>
Actions	<p>i. Statement of Assurance. Auditor wrote to AD retiring at the beginning of the year; we need to ask for tenders from three auditors, DAPTC to be approached for names to approach – Clerk to action</p> <p>ii. Risk registers to be sent out KD to action</p> <p>iii. Actions outlined in substantive points above,</p>
Notes	<p>To note a budget is planning tool not an authority to spend and can be adapted during the course of the year</p>

24/11 - 7.3 CIL update

To note receipt of the CIL annual report for 2021/2022 by Dorset Council.

See 8.2 below

24/11 – 8 Planning

24/11- 8.1 To note Parish Council response to Application No: P/HOU/2022/06005, Application No: P/LBC/2022/06006 and Application No: P/FUL/2022/06001

24/11- 8.2 WD/D/18/001816

In light of recent enquiries into the Church farm development I propose that we should contact the Enforcement team to ask for an investigation into the reason why the barn was demolished and not converted as per planning application. Proposed Cllr. Usherwood

24/11 -8.3 CIL update on new builds (Verbal) MU and Clerk

WD/D/19/000112 & WD/D/20/002968 1 Park Farm Close

P/RES/2022/01411 & WD/D/19/001775 5 houses adjacent to Park Farm Close

WD/D/18/001816 4 houses Church Farm

Substantive points	<p>Proposal</p> <p>MU explained Church Fm Barn has not been converted as per planning permission but demolished and rebuilt in a slightly different position. DC CIL team have advised report to them for passing to enforcement action to decide if this is an issue.</p>
Result	<p>Report to CIL team proposed MU, Seconded MP Carried 5/5 (KD not to vote)</p>

Actions	MU to write to CIL team
Notes	KD had previously declared an interest. DR declared an interest during the discussion in connection with his son, MP decided this was not a substantive interest.

24/11 – 8 Jubilee Tree - To note update. RE

RE not present, no update

24/11 – 9 Garage – to note update (Verbal)

Covered under budget item 7

24/11 - 10 Hedge grant re playground (Verbal) MU/PM – to note update

No update, previously agreed as outside Council scope.

24/11 – 11 Reading Room update (verbal) PM

The Council’s interest in the Reading Rooms is to ensure that in the future the facility is available for use by its quoted beneficiaries, the village (Page 224-5, The Book of Martinstown First Edition). Motion: Would Cllr Read make a statement on his progress with the current keyholders? Will the Council consider its next steps? Proposed: Cllr. Delafield, Seconded: Cllr. Pemberton

Substantive points	<p>Proposal</p> <p>It was explained that the “trustees” are unwilling to attend a meeting as it's not clear if they are even trustees, the Charity Commission many need to be involved. MP believes the PC is the representative of the beneficiary of the original trust. DR responded that the “trustees” didn’t think they felt they could do anything as it wasn’t clear they were trustees.</p> <p>Request the Clerk to note the following comments “verbatim”: RE suggested engaging a solicitor to write to the ‘trustees’ and ask them to name their solicitor as they cannot ignore that, he offered to fund £1k for le.RE raised the point of renting if you want to rent the Langton Herring reading room for a holiday visit for one week the second week of January, how much do you think you have to pay? Its £1350 for the week, so the reading room has been held to ransom for four years, Stephen Slade if he is in possession of any paperwork relating to the reading room, so four years ago all that should have been handed over to the clerk, so Martinstown has dipped out on revenue.</p>
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	KD proposed that the keyholders are given one last chance to respond before the Charities Commission are contacted as next steps. All agreed.
Result	Proposed KD, Seconded MP ,6/6 agreed to a letter to keyholders.
Action	MP to write one more time to keyholders
Notes	

24/11 – 13 Washing Pool

To note update on Washing Pool quotes for repair (Verbal) AD

No update, AD not present

24/11 – 14 Highways and Rights of Way

Deferred

24/11 – 14.1 To receive/report any other highways issues, to included drainage cover review (Verbal) MU

24/11 – 14.2 SID Report and data-AD (verbal) AD

24/11 – 14.3 RoW update (Verbal) DR

Deferred

24/11 – 15 Flood and Riverbanks

24/11 – 15.1 To note Flood report (E) KD

24/11 – 15.2 Stream clearing update (Verbal) DF/Clerk

Substantive points	<p>Report</p> <ol style="list-style-type: none"> 1. Only in the last week have ground water levels at the borehole started to rise rather than fall, we are now a metre higher than last month, but still historically low. We have had rain for some time but this appears to take some time to percolate through as ground water. 2. The South Winterborne is still very low for the time of year but there is now some discernible flow in several places. It appears the flow which is often muddy is in the main surface run-off and given the low ground water it seems unlikely the stream will be receiving much water from the chalk aquifer as of yet. 3. It is interesting to note that Maiden Newton is now under EA flood alert, the stream depth in the village moved from low to above high on one day, 15 Nov, a rise from c 30cm to 1250cm in a few hours.
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	4.I have received a concern from a villager about the overgrown state of the stream exiting the village beyond the pump house and the eddying effect this is having on water exiting the residential areas. This has now been cleared by the land owner.
Result	
Actions	
Notes	

24/11 – 16 To receive and note training updates Clerk

None

24/11 -17 Christmas Tree funding (Verbal) MU

To note and finalise costings for the external electrical point.

Substantive points	Proposal MU proposed rough costs for electricity socket installation
Result	Proposed MU, Seconded MP All agreed 6/6
Actions	MU to proceed
Notes	<i>Afternote Morgan Sindall subsequently offered to fund tree and lights</i>

24/11 -18 Proposal to draft a new Grass cutting contract from April 2023

Deferred

24/11 - 19 Correspondence to be discussed and noted

Deferred

24/11 – 19.1 Complaint – update MP.

Deferred

24/11 - 20 To note Action tracker progress (F) Clerk

Deferred

24/11 – 21 To consider urgent matters to report from members and items for the next meeting. To include an open forum 10 minutes.

Deferred

24/11 – 22 Date and venue of the next Parish Council meeting January 26th 2023 7pm Winterborne St Martin Church.

Meeting closed at XX:XX

Signed by The Chairman:

Date: