

Draft minutes 27th October 2022

WINTERBORNE ST MARTIN PARISH COUNCIL

There were 8 members of the public present.

Councillors: Mark Pemberton (Chair) (MP), Karen Delafield (Vice chair) (KD), Dave Read (DR), Deborah Follett (DF), Richard Eversden (RE) and Martin Usherwood (MU)

The meeting was recorded to aid the Clerk with minute taking.

Election of the Chairman

The Chairman made a prepared statement explaining why he was resigning.

Cllrs Read and Usherwood asked Cllr Delafield to take on the role, she declined as she did not believe she had the confidence of all the members. The Clerk asked all Cllrs individually to stand but all declined. The Clerk asked Cllr Pemberton to consider re-standing, he reluctantly agreed given the current position. Cllr Pemberton made a prepared statement prior to agreeing to stand for election as Chair.

Cllr Pemberton's agreed statements are available from the Council's records.

Proposed Cllr. Usherwood and seconded Cllr. Eversden. Cllr. Pemberton was re-elected 4/5 Cllr. Read abstained.

Public period for comments on issues on the agenda – 3 minutes per speaker

Three questions were raised by a member of the public

1. Why did the Parish Council decide to undertake the clearance of the stream as this has previously been undertaken by the riparian owners and volunteers? Decision was taken over the last 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 interest of the safety and well-being of the whole village and in the light of the lack of maintenance support from Dorset Council.
2. Concern raised over possibly using CIL money for stream clearance rather than the council's reserves. No decision on payment funding had been made and will be dealt with in matters arising 27/10 - 3
3. Which powers will the council use to justify the proposed spend on the repair of the Washing Pool which is not a parish council asset, without the relevant powers may not be legal? The Parish Council was minded to take the lead on this given the child safety concerns raised. Dorset Council has previously made it clear that the Parish Council is responsible for the Washing Pool in perpetuity. the Parish Council has not committed to spend any money at this time and is still awaiting advice from Dorset Council. The Council agreed to send the member of the public a copy of the original letter from Dorset Council. Those members of the public present were asked what

they thought of the Parish Council taking responsibility for the Washing Pool. The Washing Pool was commented upon as a great historic asset to the village and should be maintained.

Another member of the public raised her wholehearted thanks on behalf of herself and 4 neighbours, none of whom were riparian owners, for reducing the risk of flooding to their homes.

Reports from Dorset Council Councillor and Police Liaison

Dorset Councillor Tarr

Sent his apologies and asked the Council to note

Dorset Council is still considering their role in mitigating flood risk from the South Winterbourne.

Work is still not complete on the Maiden Castle cycleway and is only intermittently open. This will remain the case until December. Members of the public are asked to stay off the cycle path when repair work is being undertaken. Concern was raised by the council over the continued delay. The path has been closed for over a year.

Action Clerk to write a letter to Dorset Council as the closure order has now expired.

Reports from Dorset Council Councillor and Police Liaison

Crimes Reported 06-07-2022 to 20-10-2022

05/09/2022	Burglary (Dwelling)	Martinstown
19/09/2022	Disruption of badger set	Martinstown
19/09/2022	Theft of phone	Martinstown
12/10/2022	Theft	Martinstown

General alerts issued

Safer Business Action Days – Crime Prevention

Livestock Worrying

Fuel & Heating Oil Security

Social Media and Exploitation – Young People

The Philomena Protocol – for any child at risk of going missing

Other issues/notices

Please continue to report any incidents or suspicious circumstances by either calling 101 or reporting online via the Dorset Police website on the “Contact Us” section.

Information and advice is also regularly posted on the Dorchester Police Facebook page and via DorsetAlert.

27/10 - 1 To receive and accept apologies and declarations of interest.

Apologies were accepted for Cllr. Tar and Cllr. Daw. No declarations of interest.

27/10 – 2 To approve the draft minutes of the Parish Council meeting held on 29th September 2022. (A)

Correction made to 29/9 -9 to clarify note of Clerks hours increased from 20 to 25.

Correction made to dates on appendix B.

Quote statement removed from 29/9 -14.2

Approved 6/6

27/10 - 3 To discuss matters arising from the minutes not covered in this Agenda.

Payment authorisation delays needs to be addressed as Cllr Daw is struggling to authorise, at present Cllr. Usherwood is authorising all payments. It was agreed Cllr Read would take over Cllr Daw's role. Cllr. Read's bank authorisation will be increased to cover electronic authorisation.

Cllrs Read & Usherwood suggested the South Winterbourne was not a chalk stream but a Winterborne. Cllr Delafield responded the stream whilst a winterbourne was a registered chalk stream terminology to be clarified. Action KD

Was the stream clearance in the budget. Whilst raised for the budget plan for 22-23 the Council did not include it in the budget as the aspiration was DC would take action

Mrs Brimicombe has been appointed as the new Clerk. She will start on the 1st of November and will shadow the current Clerk for one month.

A brief statement of the budget was made pre the November Parish Council budget statement regarding both the CIL and councils reserve levels. The issue of funding stream clearing was raised as the costs are not in this current year's budget. It was agreed that the cost will be covered by the Parish Council reserves rather than CIL. Proposed Cllr. Usherwood, seconded Cllr. Follett approved. Voted 5/6 and 1 abstain.

Discussion on the Parish Council role in stream clearing, how the council looks at measures to ensure riparian owners, including DC, undertake the stream clearing in a timely manner. It was noted that DC had reported little success in riparian owner enforcement.

27/10 – 4 Co-option and election update

The Notice of Uncontested Election for a councillor has been posted and the election will take place on the 1st of December. A member of the public who has previously shown interest will likely apply by co-option at the November meeting.

27/10 – 5 To seek a resolution regarding Clerk Appraisal

Given the Clerk is leaving it was agreed by all that there was no need for a formal appraisal. The Chairman will write a leaving letter.
Proposed Cllr. Pemberton and seconded Cllr. Delafield. Voted 6/6

27/10 – 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)

Approved 6/6

27/10 – 7 Finance to note and approve.

27/10 – 7.1 Quarterly Audit of Bank reconciliation and Scheduled payments. (Verbal) DF

To be finalised.

27/10 – 7.2 Initial draft budget (Verbal) MP/KD

See comments at 27/10 – 3 plus

- The risk register will be updated in terms of format.
- The insurance value of assets will be looked at. The Council Notice Board at the Reading Rooms has disappeared.
- The bus shelter although on the Council's asset register and insurance is shown on the Village Hall title deeds.
Action Cllr. Pemberton to write to the Village Hall regarding the ownership of the bus shelter. Cllr. Usherwood declared an interest as he is a trustee of the Village Hall.

27/10 - 7.3 CIL update KD

DC report there will be no further CIL money in October from the 10 builds being undertaken. Two of these builds have claimed a CIL self-build exemption and another four an exemption under the brownfield site provisions. We may expect an unconfirmed CIL payment in April 23 for the remaining four houses.

Action Cllr. Usherwood to write a letter to Dorset Council asking for reasons why exemptions have been applied to some of the builds and clarity on the self builds issue. Cllr. Eversden declared an interest relating to one of the self builds due to a family connection.

27/10 – 8 Jubilee Tree

Motion: Does the Parish Council wish to expedite the motion for the Jubilee Tree agreed at the 2021 June meeting and widely consulted on in the village survey? Please can a member be nominated to action this or a new resolution agreed?

Proposed: Cllr. Delafield, seconded Cllr. Richard. Voted 6/6

Minutes 21/06-11 Parish Council Property/responsibility reports: i. Request to plant a tree for "The Queen's Canopy" DF had received a request for a tree to be planted in celebration of the Queens platinum jubilee in 2022- The location would need to be confirmed, costs would depend on the size of the tree plus stake and a plaque. This could be confirmed in

the village survey. The whereabouts of the millennium tree is to be confirmed. Cllrs agreed to plant a tree for this celebration, 4 For and 3 against, item agreed. Costs of trees and location to be sought.

The survey asked respondents where they believed the Jubilee tree should be planted. The overwhelming majority, 48, said the village green, whereas 16 respondents suggested 10 other various locations.

It was agreed that a Jubilee tree would be planted and Cllr. Eversden has volunteered to undertake the work. The location, type of tree and final cost will be looked at.

The issue of a coronation tree will be dealt with in 2023, if appropriate.

27/10 – 9 Garage and parking issue

27/10 - 9.1 Proposal: The council should no longer lease a parking space on the village green as this is not legally allowed. Proposed Cllr. Delafield, seconded Cllr. Usherwood. Voted 6/6

27/10 - 9.2 Proposal: Should the lessee of the garage not relinquish his lease by the end of the year the Parish Council should issue a notice of termination and consider offering residents to offer competitive bids in early 2023.

Proposed Cllr. Delafield, seconded Cllr. Usherwood. Voted 6/6

27/10 - 10 Playground Hedge (Verbal) MU

S106 agreement to plant hedges has been approved by Dorset Council (Natural Environment Team). Plants will be bought from Ashridge Nursery and the money will be refunded by Dorset Council. The decision on who leads this initiative has yet to be made. Possible organisations who could make use of the grant are the Parish Council, Village Hall and Green Martins Town. Cllr Usherwood declared an interest in this area as he is a Village Hall trustee.

Proposed Cllr. Usherwood, Seconded Cllr. Eversden. Voted 6/6

27/10 - 11 Community Governance review update

To note a final stage of DC discussions to address concerns raised over the proposed Governance Review.

27/10 – 12 Planning

27/10 – 12.1 Application No: P/HOU/2022/06005

Location: Rylstone Martinstown Dorchester DT2 9JR

Proposal: Demolish single storey lean-to and construct single storey extension. Construct open porch. Demolish detached garage and construct outbuilding to provide car port, garden store, greenhouse and changing room. Install slate roof to existing conservatory. Reposition pool.

Action Cllr. Delafield - draft comment only. Clerk to log with Dorset Council.

27/10 -12.2 Application No: P/LBC/2022/06006

Location: Rylstone Martinstown Dorchester DT2 9JR

Proposal: Demolish single storey lean-to and construct single storey extension. Construct open porch. Demolish detached garage and construct outbuilding to provide car port, garden store, greenhouse and changing room. Install slate roof to conservatory. Reposition pool. Carry out internal and external alterations.

No comment as listed building consent of linked 06005 application.

27/10 -12.3 Application No: P/FUL/2022/06001

Location: Land at Rylstone Martinstown Dorchester DT2 R

Proposal Erect building to provide tractor and implement store, two loose boxes and an area for fodder and bedding to be stored.

Voted 5/6 to object to this application and 1 abstain.

Action Cllr. Delafield to draft council response comment supporting the objection to the application. Clerk to log with Dorset Council.

27/10 – 13 Washing Pool

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

No update available.

27/10 – 14 Highways and Rights of Way

27/10 – 14.1 To receive/report any other highways issues, to included drainage cover review (Verbal) MU

10 man hole issues have been reported to Dorset Council. No action yet.

Issues with Bollards have been reported. No action yet.

27/10 – 14.2 SID Report and data-AD (verbal) AD

Nothing to report as batteries have not arrived.

27/10 – 14.3 RoW update (Verbal) DR

Complaint regarding stile in paddock at Rylstone.

27/10 – 15 Flood and Riverbanks

27/10 – 15.1 To note Flood report (D) KD

Noted

27/10 – 15.2 Stream clearing (Verbal) DF

Stream clearance has been undertaken and issue regarding window damage has been handled.

27/10 – 16 To receive and note training updates Clerk

Note: Cllr. Eversden has completed Flood Warden training and is awaiting a date for new councillor training.

28.7 – 17 Village Green update (Verbal) DF/Clerk

Nothing to report.

27/10 – 18 Allotment update DR/Clerk

All but one tenancy agreement has been received. Refund has been paid. Clerk to chase last tenancy agreement.

27/10 -19 Reading room update (Verbal) MP

Cllr Pemberton noted that the Parish Councils noticeboard has gone missing from the Reading room and has agreed to investigate this matter.

Cllr Read reported that the keyholders to the Reading Room were consulting solicitors around the status of the building as when the original trustees passed away no formal trust paperwork was continued. Proposal: The Parish Council funds legal costs regarding issues with the Reading Room Trust. Proposed by Cllr. Read. No seconder.

27/10 -20 Christmas Tree funding discussion (Verbal)

It was agreed that the Parish Council should fund a Christmas tree and lights.

Voted 5/6 1 abstain

The lights should be powered by an external electric source from the garage.

Voted 5/6 1 abstain.

Action Cllr. Usherwood will lead on this project.

Approximate costs approved. Up to £100 for tree, up to £100 for lights and up to £??? for external electric point.

Proposition

We are minded to provide a tree and lights and Cllr. Usherwood will provide a cost for the external electronic point at the November Parish Council meeting.

Proposed Cllr. Pemberton and seconded Cllr. Usherwood. Voted 6/6

27/10 – 21 Neighbourhood plan (E)

Proposal "the Council accepts the recommendations included in Cllr Pemberton's decision brief dated 22 Oct 2022" Proposed MP, seconded KD The Neighbourhood plan proposal can be found on the Parish Council website

www.winterbornestmartin-pc.gov.uk/community/winterborne-st-martin-parish-council-18643/home/

Voted 6/6 to accept the proposals made in the report that the Parish Council should not lead a neighbourhood plan.

27/10 - 22 Correspondence to be discussed and noted

27/10 – 22.1 A complaint has been received from a member of the public.
Noted. Clerk is looking into this matter.

27/10 - 23 To note Action tracker progress (F) Clerk
Noted.

27/10 – 24 To consider urgent matters to report from members and items for the next meeting. To include an open forum 10 minutes.
None

**27/10 – 25 Date and venue of the next Parish Council meeting 24th November 2022
7pm Winterborne St Martin Church.**

The Meeting closed at 9.20pm

Agenda and appendixes can be obtained on request from the Clerk.

Please note the Clerks new telephone number 01935 579783

Signed by The Clerk:

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

Action Tracker Updates in Red

(Please note some references to minute items updated)

Action	Person/Group	Proposed completion date	Agenda Item number
Ensure all policies are updated	Clerk	Postponed to December 2022	22-5-07
Letter to MAGNA re residents' area and lighting issues	Clerk	August 2022 Letter sent - no reply as yet Chase response from MAGNA October No response from Magna 27.10.22	28/7 – 12.5 27/10 -21.1
Report progress on bridle way closure	DR Clerk	Update June 2022 Ongoing Write letter to Dorset Council /	22/5-16 27/10 -14.3
Look at feasibility of setting up a local plan and forming a committee of residents and parish councilors.	MP	Ongoing	22/05-19 28/7 – 14

			25/8 – 17
		Completed review	27/10 – 21
Investigate and report back on historical search east side plot of land leading to Wash Pool.	Clerk	Update July 2022 Ongoing - August form is with Land registry, September response insufficient map data will retry with new map details Initial request unsuitable as insufficient detail. Clerk to retry On hold	22-05-22 October
Clerk to review agreement and bill allotment users + look for lease agreement from landowner.	Clerk	Update July 2022 Draft letter and tenancy agreement to be discussed August. Completed.	25/8 -15
To speak to landowner to get approval for charges.	DR	August 2022 Still needs to be completed.	28/7 – 6.3
Send out Bills and new Tenancy agreement	Clerk	August 2022 Completed September 2022	28/7 – 6.3
Advertise vacant plot on PC website and Facebook	KD and DF	August 2022 Completed.	28/7 – 12.6
			Now Closed
Clerk to review the grass cutting contract	Clerk	Update July 2022 Checked.	Now Closed
Speak to Jon Buddle re invoice	Clerk	August 2022 Email sent. September update invoice received and paid	
Clerk to remove Cllr Wiltshire from the signatories list and change contact address	Clerk	Update July Update August 2022 ongoing awaiting response from Lloyds September still awaiting change of address. New form to be submitted. On going	28/7 – 6.2 October
Karen to draft an updated flood letter and to contact residence who reported sewage issue last November to provide evidence.	KD	Update July 2022 Draft letter attached August Approved once	

		amended by the Chairman	
		On hold	
CIL – look at how CIL is managed and set up a suitable procedure.	Clerk	Postponed from August 2022 PC meeting Look to approve CIL procedure and reporting in September PC meeting Agreed	28/7 – 5 Now Closed
Report back on future projects CIL could be used to fund.	Parish Council	August 2022 and on going	27/10 -10
Cllr Tarr to let us know any changes to Dorset Councils move to 20mph through villages	Cllr Tarr	Ongoing	
Send letters to riparian farm owners re stream clearing	Clerk/KD	September 2022 Letters sent No reply but one Farmer has completed work	25/8 -11 Now closed
Get quotes for stream clearing	Clerk / DF	September 2022 Letters requesting quotes sent August 2022 Now closed	25/8 -11 27/10 -14.2
To lead on the issue of maintenance and pursue 'appropriate person' to provide information on repair of the Washing Pool before quotes for repair can be requested. Also, to look at options to block access across the bridge to prevent further damage.	AD	Update September 2022 Update October On going	25/8 – 9 27/10 – 12
Sunken drains in Martinstown need to be identified and looked at. Action MU to report to Dorset Council and ask them to do a survey.	MU	September 2022 Progress is being made and DC are looking at repairing sunken drain covers. MU to monitor.	25/8 – 10.1 27/10 -13.1
MP to speak to Steven Slade re trustees' response regarding the reading room.	MP	September 2022 Awaiting feedback from Trustees meeting	25/8-16
Send a response to Trustees regarding recent letter	MP	September Postponed to October PC meeting for further discussion following councilors response to emails from MP dated 1.10.22 and 12.10.22 Further action on hold	27/10 -19

To get feedback from the Green Group and Chesil Bank council regarding the neighborhood plan.	MP	MP to speak to lead after the 17 th of September Completed	25/8 -17
Repair Information board	MU	Progress update October 2022 On hold until new year	25/8 -18
Need for a quarterly audit of the cashbook and bank reconciliations as per our financial regulations.	DF	September 2022 To be completed October	25/8 - 6 27/10 – 6.1
Advert for new Clerk	KD/Clerk	September	25/8-21 Now Superseded by 29/9 – 9
Damage to Bollards	KD to send information to the Clerk. Clerk to notify Dorset Council	October Completed Clerk has reported bollards to Dorset council Ref 1202741	29/9 -13.1 27/10 -3
Clerk advert Action KD to write advert Concern was raised over the previous difficulty of attracting applications so alternative advertising routes will also be explored such as Indeed and the Dorset Echo.	Action KD with the help of the Clerk.	Completed and New Clerk appointed	29/9 – 9 27/10 -3
White lines	MU to monitor	On- going	27/10 -13.1
Stream Clearing	Clerk to contact Jon buddle and formally accept his quote	Closed Stream Clearing has been undertaken	27/10 -15.2
Training Re arrange training session	Clerk to contact DAPTC	Completed	27/10 -16
Reading Room follow up letter	MP	Completed	27/10 -19
Sid Batteries to be purchased	AD	Awaiting batteries	27/10 -14.2
Delete the PC Facebook page	Clerk	Completed	29/9 -7
Letter to Mr. Osborne 20.10.11 Regarding Garage lease following house move	Clerk	Awaiting response	October
Email re complaint regarding broken window	Clerk and DF	Response sent and claim being looked at by contractor.	October
Microsoft 365 renewal	Clerk	Completed One year license purchased	29/9 – 6.2
Cllr. Usherwood to write a letter to Dorset Council asking for reasons why exemptions have been applied to some of the builds and clarity on the self builds issue.	MU		27/10 - 7.3
Response to planning applications	KD and Clerk		27/10 -12
Lead - Christmas tree/lights and costing for external electrical point	MU		27/10 -20
Clarify chalk stream status of S Winterbourne	KD		27/10-3

Cllr Daw's banking terminal to be transferred to Cllr Daw	Clerk		27/10-3
Cllr. Pemberton to write to the Village Hall regarding the ownership of the bus shelter	PM		27/10-7.2
It was agreed that a Jubilee tree would be planted and Cllr. Eversden has volunteered to undertake the work. The location, type of tree and final cost will be looked at.	RE		27/10-8
Should the lessee of the garage not relinquish his lease by the end of the year the Parish Council should issue a notice of termination and consider offering residents to offer competitive bids in early 2023.	Clerk	January 23	27/10-9.2
Playground Hedge. Possible organisations who could make use of the grant are the Parish Council, Village Hall and Green Martins Town.	MU		27/10
the Parish Council funds legal costs regarding issues with the Reading Room Trust. . Motion did not succeed, feedback to any interested parties	DR		27/10-19